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PHILIPPINE CIVIL SERVICE BOARD

Manual of Information

RELATIVE TO THE

PHILIPPINE CIVIL SERVICE

SHOWING THE POSITIONS, CLASSIFIED AND UNCLASSIFIED, THE METHODS GOVERNING EXAMINATIONS AND CERTIFICATIONS FOR APPOINTMENT, THE REGULATIONS FOR RATING EXAMINATION PAPERS, AND SPECIMEN EXAMINATION QUESTIONS.

The Reports of the Board, showing its work and containing the civil-service act, rules, and regulations, can be consulted at the office of the Board in Manila and at the offices of the Provincial Boards.

MANILA:
1902.

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GENERAL SCHEDULE OF EXAMINATIONS

APPLICABLE IN THE PHILIPPINE ISLANDS ONLY.

The Civil Service Board announces that it will hold examinations in Manila on the *Third Monday of Every Month*, for the following positions: In Spanish only, MONTERO and JUNIOR TYPEWRITER; in either English or Spanish as competitors may desire, BOOKKEEPER, CLERK, STENOGRAPHER, TYPEWRITER, INTERPRETER, JUNIOR INTERPRETER, TRANSLATOR, JUNIOR TRANSLATOR, TRADES POSITIONS in the Bureau of Printing, and for SCIENTIFIC, TECHNICAL, or PROFESSIONAL positions: Provided, that when the needs of the service require it examinations for any or all of these positions may be given on any Monday.

Applicants who contemplate taking any of the examinations referred to above should obtain a blank form of application which should be completed and filed with the Board as early as possible, in order that they may avail themselves of the first examination which may be held on any Monday should the exigencies of the service require it. It is the purpose of the Board to fill vacancies as they occur by appointment from the eligible registers.

Examinations will be announced and held from time to time throughout the Archipelago, except in the following provinces, viz: Cavite, Laguna, Rizal, Bulacan, Pampanga, and Bataan. Applicants residing in the provinces named will be examined in Manila.

The necessary application blanks and information relative to the different examinations may be obtained at the office of the Board in the Casa de Intendencia, Intramuros, Manila, or from provincial treasurers who, with the other members of the Provincial Boards, are authorized to conduct examinations in the provinces.

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MANUAL OF INFORMATION.

Section 1. This Manual contains information relative to the conditions under which appointments are made to the Philippine civil service. The scope and character of the principal examinations for entrance to the service are outlined and information is given upon other matters which are usually the subject of correspondence. Persons seeking information in regard to the service should therefore carefully read this Manual before making inquiries of the Board in regard to questions which may be fully answered herein. If information is desired which is not given in the Manual, letters of inquiry should be addressed to the Philippine Civil Service Board, Manila. In this connection however attention is called to the fact that the Philippine Civil Service Act provides for the holding of examinations for this service in the United States under the auspices of the U. S. Civil Service Commission, Washington, D. C., to whom all correspondence from applicants resident in the United States should be addressed.

Civil positions in the Military Division of the Philippines are not in the Philippine civil service, but are in the civil service of the United States and are, therefore, not subject to examination or certification by this Board. The positions referred to include those under the Adjutant General, Inspector General, Chief Quartermaster, Chief Commissary, Chief Surgeon, Chief Paymaster, Engineer Officer, Ordnance Officer and Signal Officer. The Board does not receive applications for admission to the civil service of the United States. All such applications should be addressed to the United States Civil Service Commission, Washington, D. C.

On September 19th, 1900, the United States Philippine Commission enacted a law known as the "Civil Service Act," providing for the organization of the Philippine Civil Service Board, which is authorized by the act to prepare rules and to formulate examinations for entrance to and promotion in the service covered by the act, the purpose of which is declared to be "the establishment and maintenance of an efficient and honest civil service in the Philippine Islands."

The term "Unclassified Service" indicates that portion of the Philippine civil service in which vacancies may be filled without examination and certification by the Board.

The term "Classified Service" indicates that portion of the service which is subject to the provisions of the Act and the Rules, and in which vacancies must be filled according to the methods therein prescribed. A vacancy in a position in the classified service may be filled: first, by original appointment through examination and certification by the Board; second, by promotion of a person in the classified service to the vacant position; third, by the reinstatement of a person formerly in the service; fourth, by the transfer of a person from a position in the classified service of the Philippine Islands or from the Federal classified civil service of the United States to the vacant position. These various methods of filling vacancies are explained in this Manual.

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Certain positions, as shown in the schedules below, when not filled by promotion, transfer, or reinstatement, must be filled by competitive examination while others may be filled by non-competitive examination if in the opinion of the Board a competitive examination is not practicable.

Classified and unclassified positions.

Sec. 2. The following schedules show the methods of entrance to the various positions in the different branches of the service.

Schedule A. All civil positions filled by employees of whatever designation, who are compensated by a fixed salary or otherwise, whose duties are principally clerical, or, in character, other than those required in the positions under schedules B and C, in all offices and departments of the central government of the Philippine Islands, the Provincial Government Service, and in the Municipal service of the city of Manila. The positions and employments included in this schedule are classified, and vacancies therein, if not filled by promotion, transfer or reinstatement, shall be filled by competitive examination.

Schedule B. Positions of Heads of departments and offices of the municipal service of Manila, and professional, technical and scientific positions, including all such employees of whatever designation, whether compensated by a fixed salary or otherwise. The offices and positions in this schedule are classified, and vacancies therein, if not filled by promotion, transfer or reinstatement, shall be filled by selections from certifications of eligibles secured by competitive or non-competitive examination, or otherwise, as the Board may determine to meet the needs of the service. This schedule includes positions in which vacancies occur less frequently and for which no registers of eligibles are ordinarily maintained. Examinations for these positions are held only when eligibles are needed. It is the practice of the Board to announce such examinations through the newspapers as items of news. The announcement is made at least thirty days before the date of the examination, unless a necessity exists for filling the vacancy in less time, in which case a notice of not more than two or three weeks is sometimes given. No complete list of such positions can be furnished, as it is impossible to predict in what positions vacancies may occur.

Schedule C. Positions of skilled and unskilled laborers. These positions are classified under clause *b*, section 6, of the Civil Service Act. Examinations, if given for these positions, are generally non-educational and non-competitive in character. The applicant, when nominated by the appointing officer, is required wherever practicable, to complete and submit on form 35, evidence of his age, character as a workman, experience, and physical condition, these elements composing the examination. No educational tests or practical questions are commonly given except for certain trades and technical skilled occupations, such as printer, mechanical engineer, electrician, etc. Examinations for these positions are generally competitive. The lower grades of skilled and all positions of unskilled laborer are excepted from the requirements of examination and certification by the Civil Service Board, provided that all English speaking applicants are subject to examination. Watchmen in Class C or below, messengers in Class K at ₱180 or less per annum, and janitors and teamsters are treated as skilled laborers in that the examination for these positions is non-educational and non-competi-

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tive. All applicants for skilled and unskilled laborer positions therefore should apply to the chief of the bureau in which employment is sought. But every English speaking applicant and, except as herein stated, every Spanish speaking applicant for positions under this schedule is required to carefully complete Form 35, which, together with the nomination for appointment, must be presented to the Board. If applicant is found to be eligible appointment will issue.

Schedule D. The Executive Secretary; the Secretary of the United States Philippine Commission; the Treasurer for the Islands; the Auditor for the Islands; the Collector of Customs for the Philippine Archipelago; the Deputy Collector of Customs for the Philippine Archipelago; the Collector of Internal Revenue for the Islands; the Director of Posts for the Islands; the Assistant Director General of Posts; the Postmaster of Manila; the Assistant Postmaster of Manila; the Chief of the Bureau of Forestry; the Chief of the Bureau of Mines; the Superintendent of Public Instruction; the Chief of the Bureau of Statistics; the members of the Civil Service Board; the Insular Purchasing Agent; the Superintendent of the Insular Cold Storage and Ice Plant; the Chief of the Philippines Constabulary; the Chief of the Bureau of Public Lands; the Chief of the Insular Bureau of Agriculture; the Chief of the Bureau of Coast Guard and Transportation; the Chief of the Bureau of Archives; the Chief of the Bureau of Public Printing. These offices are not at this time, subject to any form of examination by the Board, but after October 26, 1902, vacancies occurring in said offices shall be filled without examination, as provided in the Civil Service Act, from a class to be composed of all the first, second and third assistants in such offices, without regard to the office in which they may be employed. In case there are no assistants in the foregoing offices designated as such by law, the Civil Service Board may, in its discretion, include in such eligible list, by rule, one of the subordinates in such office ranking next to the head thereof. Until that date vacancies in these offices may be filled without regard to the provisions of the Civil Service Act.

Schedule E. The Cashier of the Collector of Customs for the Philippine Archipelago, the Captain of the Port of Manila, the Collector of Customs at Iloilo, and the Collector of Customs at Cebu. These offices are not at this time subject to any form of examination by the Board, but after April 26, 1902, vacancies in these offices shall be filled by promotion by competitive examination. Until that date vacancies in these offices may be filled without regard to the Civil Service Act.

Schedule F. One private secretary for the Civil Governor, and for each member of the United States Philippine Commission, except the President; the Officer in Charge of the Improvement of the Port of Manila; the Chief of the Weather Bureau; the three Assistants and the Secretary of said Bureau; the members of the Board of Health of the Philippine Islands; the Attending Physician and Surgeon of the Philippine Civil Hospital; the Chief of the Bureau of Non-Christian Tribes; the Chief of the Bureau of Architecture; the Superintendent and Directors of Government Laboratories; the members of the Municipal Board of the city of Manila; the Attorney of the city of Manila and his Assistant; the Prosecuting Attorney of the city of Manila and his Assistants; the Attorney-General; the Solicitor-General; the Assistant Attorney-General; the Supervisor of Provincial Fiscals; the Provincial Fiscals;

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the Sheriff of the city of Manila and his Deputies. These offices are not subject to any form of examination or certification by the Board.

How to proceed to secure an examination.

Sec. 3. Applicants residing in the Philippine Islands who desire to be examined for this service should apply by letter or in person to the Philippine Civil Service Board, Casa de Intendencia, Manila, or to Provincial boards, for a blank form of application for examination and for the Manual of Information. Each applicant must apply for his own application blank and Manual, as it is contrary to the practice of the Board to furnish them to one person for the use of another.

Applicants residing in the United States who desire to be examined for this service, should apply to the United States Civil Service Commission, Washington, D. C., which Commission will furnish the necessary information and hold the examinations for this Board in the United States. Such applicants should forward their applications when completed to the United States Civil Service Commission.

An applicant upon receiving a blank form of application and a Manual should decide what examination he desires to take. A description of the principal examinations held by this Board will be found in the Manual. Applicants residing in the Philippine Islands may be examined at Manila, Iloilo or Cebu, and, when the exigencies of the service require, at other places.

The form of application furnished by the Board should first be closely read by the applicant and then filled in with great care, every question being answered. Full instructions for the filling in and completion of the application will be found on the blank itself, and applicants are cautioned to answer all questions and conform in all respects to the printed instructions. Failure to do this will cause unnecessary delay and annoyance to the applicant as well as to the Board. The application, as well as the oath of loyalty, must be subscribed and sworn to before an officer duly authorized to administer oaths or before a member of the Civil Service Board. The oath of loyalty must be executed by all applicants for examination in the Philippine Islands. The vouchers must be filled by reputable persons who are acquainted with the applicant. After the application has been properly completed and executed, it should be forwarded to the Board. If the application is found correct in form, the applicant will be sent a notice of the fact by the Board and informed when and where he may be examined.

Applications for examinations may be obtained from and filed with the Board at any time, but unless received at least three days prior to the date fixed for an examination in Manila, or in sufficient time prior to the holding of an examination in Iloilo or Cebu to permit of the shipment of papers to those points, they may not be accepted for that examination; but, if properly executed, will be approved, and a notice sent to the applicant for the next examination of the kind to be held at the place selected.

Applicants who claim citizenship in the United States must make oath in their application to their citizenship. In the case of Europeans claiming citizenship, proof of such must be furnished. If naturalized, the certificate of naturalization should accompany the application. A foreign born person who claims

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that his parents were citizens of the United States at the time of his birth must furnish the sworn statements of at least two disinterested persons to prove that to their knowledge his parents were United States citizens at the time of his birth, and that they did not previously, then, or at any subsequent time renounce, or legally declare their intention of renouncing their United States citizenship, and also that the applicant is the reputed child of the person through whom he claims citizenship. A foreign born citizen who was naturalized by the naturalization of his father or his mother while he was a minor should furnish the parent's certificate of naturalization and the sworn statements of two disinterested persons to prove his identity as the child of the one whose certificate is furnished. A woman who claims naturalization through marriage to a citizen of the United States should furnish evidence of the husband's citizenship (his certificate being required if he is a naturalized citizen), and evidence of her marriage to him.

An application from a foreign born person claiming citizenship, but failing to furnish the required proof, will be cancelled. A declaration of intention to become a citizen will not be accepted in lieu of a certificate of naturalization. When naturalization papers are lost, certificate must be procured from the court that issued the naturalization papers, showing the facts in the case.

No person will be admitted to examination unless he has filed an application blank with the Board as required.

An applicant who has applied for examination at Manila, Iloilo or Cebu and desires to change the place of his examination from one city to another, may be examined at the place requested by him, if he returns his authority for examination within sufficient time prior to the date of examination to permit of the shipment of the necessary papers.

An application is good for only one kind of examination, and if an applicant desires to take two or more different kinds he must file an application for each examination.

Information for enlisted men of the United States Army serving in the Philippines.

Sec. 4. Enlisted men of the U. S. Army will be required to file with their applications the consent of the proper military officials to appear for examination, and the applications of such enlisted men should therefore be forwarded to the Adjutant General of the Division accompanied by a request for authority to be examined. In this connection attention is called to the fact that the military authorities will not grant such permission to be examined to enlisted men who have more than three months to serve.

Persons who are debarred from examinations.

Sec. 5. No person will be admitted to an examination:

(a) Who is under eighteen years of age.

(b) Who is over forty years of age, if he is an applicant for examination for any of the positions included in Schedule A on page 6.

(c) Who is not a citizen of the United States or who has not been honorably discharged from the military or naval service of the United States; or who is not a native of the Philippine Islands, or a person who has, under and by virtue of the Treaty of Paris, acquired the political rights of natives of the Islands.

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(d) Who fails to take the oath of loyalty required of all applicants for examination in the Philippine Islands and to furnish evidence satisfactory to the Board that he is loyal to the United States of America as the supreme authority in the Islands, or who has taken the oath of allegiance to the United States and violated the same.

(e) Who was on the first day of May, 1901, or thereafter has been, in arms against the authority and sovereignty of the United States in the Philippine Islands, or who aided and abetted persons so in arms after said date.

(f) Who, upon the physical examination required to be given by a competent physician to all applicants for examination in the United States, is found to be disqualified for efficient service in these Islands.

(g) Who uses intoxicating liquors to excess.

(h) Who is an officer or an enlisted man in the Army, the Navy or the Marine Corps of the United States, and has not obtained permission from the proper military or naval authority to enter an examination.

(i) Who has made a false statement in his application or who has been guilty of deceit or fraud in any manner in connection with an application or examination, or who has been guilty of crime or of infamous or of notoriously disgraceful conduct, which in the opinion of the Board should disqualify him for the service.

(j) Who has been dismissed from the service for delinquency or misconduct within one year preceding the date of his application.

(k) Who has failed to receive absolute appointment at the end of his probationary service to the position for which he again applies within one year from the expiration of the period of his probationary service.

(l) Who within six months has taken the same kind of examination for which he again applies and is eligible as a result of that examination.

What applicants should bring to the examination room.

Sec. 6. All applicants in examinations where writing is required, must provide themselves with pens, penholders, erasers, ink and blotters. Applicants should not bring paper for use in the examination room, as such blank paper as may be needed in connection with the examination sheets will be furnished by the Board.

Applicants for the stenography and typewriting examination should provide themselves with typewriting machines and stands or tables.

Applicants for the bookkeeper, draughtsman or other examinations requiring the use of instruments, must furnish the instruments required.

Each applicant must bring his authority for examination to the examination room and present it to the examiner in charge.

Haste and carelessness in examinations.

Sec. 7. Many competitors fail to pass an examination or fail to obtain a satisfactory grade, not through a lack of knowledge, but principally owing to haste and carelessness in reading and interpreting questions and in writing the answers. With few exceptions, time used by a competitor in completing a subject is not an element in determining the ratings. While a competitor must finish his examination within the time allowed, he should carefully, thoughtfully and completely answer each question.

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The time allowed for each examination is considered sufficient for competitors to complete it by using a reasonable degree of intelligent application in their work, and it cannot be extended in individual cases, as for instance, where a competitor devotes so much time to the work of one subject that he cannot complete the remaining subjects within the prescribed time.

Regulations governing competitors in examinations.

Sec. 8. The following is a copy of the regulations furnished to each competitor at the beginning of an examination:

1. In order that the identity of competitors may not be disclosed until after the examination papers are rated you will be given an examination number which you will write, instead of your name, on each sheet of the examination. Do not sign your name to any sheet in the examination.

2. Unless otherwise stated, you are not limited in time on any sheet, but gauge your work on each sheet so as to complete the examination within the limit of time prescribed for the entire examination. Time is reckoned from the moment of receiving the first examination sheet. No allowance will be made for time lost in or out of the examination room.

3. Do not leave the room, if possible to avoid it, with a sheet before you unfinished, for if you do the sheet will be taken up and will not be returned to you. A competitor in an examination of five hours or less is not allowed to leave the room until he has finished his examination, except in case of extreme necessity. No competitor shall leave the room at any time without permission of the examiner.

4. Read carefully the printed instructions on each sheet before commencing work thereon.

5. If necessary, the back of a sheet may be used to complete your work, unless directions to the contrary are printed on the sheet.

6. An examination sheet spoiled by you cannot be exchanged for another of the same kind.

7. Perform all work on each examination sheet with ink.

8. Pencil and scratch paper may be used in preliminary work, except in the spelling exercise, which must be written with ink directly on the examination sheet from the dictation of the examiner.

9. Use no blank paper except that furnished by the examiner in charge and on completing an examination sheet hand in the blank paper pertaining to that sheet. Have all your work complete on the examination sheet, however, as the blank paper is collected, not for consideration in the marking, but for destruction.

10. No helps of any kind are allowed. Before the examination is commenced, hand to the examiner any written or printed matter that you may have which might, if used, aid you in your work. Do not make a copy of any of the questions for the purpose of taking them from the examination room.

11. All conversation or communication between competitors during the examination is strictly prohibited.

12. Do not copy or attempt to copy from the work of any competitor, or permit any competitor to copy from your work or to read the examination sheets in your possession.

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13. All necessary explanations will be made to the whole class. Examiners are forbidden to explain the meaning of any question or to make any remarks or suggestions that may assist in its solution.

14. Copies of examination papers or examination questions must be handed in with the answers and must not be taken from the room.

N. B.—A violation by you of the instructions contained in paragraphs 10, 11 and 12, will be deemed sufficient cause for cancelling your papers. You are requested to report to the examiner any irregularity that may come under your notice during the examination.

Descriptions of examinations.

Sec. 9 Note.—A competitor in any examination in which tests in translating are not included may also, at his option, be examined in translating from English into Spanish or from Spanish into English. The tests in translation will be similar to those in the translator or the junior-translator examination, as the competitor may elect. In such case, where the tests in translation are also taken by the competitor, the subjects of his regular examination will be given a weight of 70% and the tests in translating a weight of 30% in determining his average percentage. The names of those competitors who take, in addition to their regular examinations, the tests in translating will, if they make an average percentage of 70% or more in the combined examinations, be placed upon separate registers of eligibles of clerks, bookkeepers, stenographers and typewriters, etc., as the case may be, with translator or junior-translator qualifications. From those registers certifications will be made whenever requisitions for eligibles with such qualifications are made upon the Board by the heads of departments or offices. Failure to pass with an average per cent of 70 or more in translating tests will not affect the standing of a competitor in his regular examination.

Below will be found a description of some of the examinations which will be held by the Board. As an aid to applicants in arriving at a proper understanding of the scope of the different examinations, specimen questions and exercises are given in the following pages. These particular questions and exercises will of course not be used in the examination of applicants, but are intended simply to show the degree of difficulty of the subjects in the different examinations. Each examination comprises tests on several subjects, which are given relative weights according to their importance. The weight of a subject therefore represents its value in the whole examination. The method of obtaining the average per cent of a competitor in an examination, is as follows: Multiply the per cent obtained in the subject (on the basis of 100 per cent), by the relative weight of that subject, add the products, and divide the sum of the products by the sum of the relative weights. The quotient thus obtained will be the average per cent in the examination. A different method, however, is followed in connection with the Department Assistant Examination, which is explained below.

General examinations.

Sec. 10. There are three grades of general examinations subjects of which are used as general tests in many examinations: (1), the first grade; (2), the second grade; and (3), the third grade. The first grade is the most difficult and the third grade the least difficult of the three.

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First grade examination.

Sec. 11. The time allowed for this examination is six hours. Appointments will probably not be made at more than $1,200 per annum, generally less. This examination will comprise the following subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling	10
2.	Arithmetic	25
3.	Letter writing	20
4.	Penmanship	15
5.	Copying from plain copy	10
6.	Copying from rough draft	10
7.	History and government of the U. S., and geography	10
	Total	100

The following are specimen questions and tests in this examination:

Spelling.—The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of his examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

1. Asylum: A charitable institution; as, for the deaf, dumb, etc.
2. Philippines: The name of a group of islands.
3. Qualify: To make fit; as, to qualify for office.
4. Competition: The act of competing; as, competition in an examination.
5. Changing: Undergoing a change; as, changing a schedule.
6. Physical: Relating to physics or nature; as, physical geography.
7. Concede: To give up or surrender; as, to concede a point.
8. Collectible: That which may be collected; as, a collectible bill.
9. Minimum: The least quantity.
10. Reference: The act of referring; as, in reference to your letter.
11. Comparative: Estimated by comparison; as, a comparative statement.
12. Aggregate: The sum total; as, the aggregate amount.
13. Forfeit: To surrender; to give up.
14. Circumference: The line that bounds a circle.
15. Judgment: Act or power of judging; as, their judgment was correct.
16. Tonnage: The weight of goods in a vessel.
17. Defendant: A defender; as, the defendant in an action.
18. Citation: Act of citing or quoting.
19. Principle: An element; constituent part; fundamental truth.
20. Civilization: Act of civilizing; state of being civilized.

Arithmetic.—1. (This test is one in adding numbers crosswise and lengthwise.)

2. Divide 478.72 by $25\frac{3}{8}$, multiply the quotient by $1,416\frac{3}{4}$, and from the product subtract 1,789.305.

3. A man who inherited a fortune spent $\frac{1}{4}$ in 3 months, $\frac{3}{7}$ of the remainder in 10 months, when he had only $7,572 left. How much did he inherit?

4. A farmer sent to his commission merchant 96 tons of hemp and instructed him to sell it and invest the proceeds in farm supplies, first deducting commission for selling and buying. He sold the hemp for $77 a

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ton, and deducted 4% as his commission for selling. He then bought farm supplies, first deducting 5% of the cost of the supplies for his commission. What was the value of the supplies bought?

5. On April 7 a Manila merchant desires to obtain $1,440. For how much must he give his note due September 14, without interest, to obtain the required sum when discounted at a bank at the rate of 9% per annum?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written and the competitor may select either of the two subjects upon which to write a letter of not less than 150 words. The exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, rapidity and general appearance, and by correctness and uniformity in the formation of words, letters and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—N. B.—Paragraph, spell, capitalize and punctuate as in the copy. All mistakes and omissions will be considered in rating this subject.

Make an exact copy of the following:

The Civil Service Act and rules do not give the Board any power of appointment or removal, as this power rests in the heads of departments or offices, subject to the approval of the Civil Governor, under authority of the United States Philippine Commission. Upon requisition of the head of a department or office the Board will certify eligibles for appointment, from which certification the appointing officer makes his selection and appointment. The Civil Service Act requires that appointing officers, in making selections from certifications of eligibles by the Board, shall, when other qualifications are equal, select: first, natives of the Philippine Islands, whenever their names appear on certifications; and, secondly, honorably discharged soldiers, sailors and marines of the United States. The Board, however, may investigate in regard to the illegality of an appointment or removal, under sections 9, 12 and 18 of the Civil Service Act.—(First Report of the Philippine Civil Service Board, p. 12.)

Copying from rough draft.—For explanation and specimen of this exercise see opposite page. The copy of the rough draft is greatly reduced in size, and is, therefore, not so legible as the exercise furnished in the examination.

History and government of the United States, and geography.—

1. Name five American statesmen who died prior to 1850. Name five historical events, each one of which is associated with the name of one of the above statesmen.

2. Explain the veto power of the President of the United States. How may it be defeated?

3. In what country is each of the following: Vera Cruz, Oporto, Madras, The Bosphorus, Lake Maracaybo?

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FIRST GRADE EXAMINATION.

Sixth Subject—Copying from rough draft.

N. B.—Spelling, use of capitals, and all omissions and mistakes will be taken into consideration in marking this subject.

Directions to the Competitor.—Write on the accompanying sheet a corrected copy of the rough draft manuscript on this sheet. Correct all errors in syntax, orthography, punctuation, and capitalization, write in full abbreviated words, and make all indicated insertions, transpositions, etc. Do not paraphrase the language of the copy, nor insert, omit, nor modify words, phrases, or punctuation marks, except as may be necessary to correct errors.

Spelling, Usage, Punct, etc

as well as of promoting mutual understanding and good feelings among Americans and Filipinos

The Commission holds it essential with a view to facilitating the discharge of their official duties that the American members of the regular Philippine Civil Service should be required to learn the language of the peple among whom they live and that [illegible] in the use of such language be a condition of all promotions. This requirement should be extended to the town and county commissioners. The greater the need of learning their language the more an American has to do with natives By no other means can the two peoples be brought so speedily together. Of course this recommendation is not inconsistant with another of the Commission that english be taught in the schools of the archipelago to the utmost extent.

if they are not as a class brought under the provisions of the civil service regulations

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4. Name: *(a)* the largest southern island of the Philippine group; *(b)* the island on which Iloilo is located; *(c)* a large lake in the island of Luzon; *(d)* two of the principal rivers in the Philippine Islands; *(e)* four of the principal products (cultivated) of the Philippine Islands.

5. Name five states of the United States bordering on the Great Lakes, and the largest city of each state named.

Second grade examination.

Sec. 12. The time allowed for this examination is four hours. The entrance salary is from $300 to $900. This examination will comprise the following subjects and weights:

	SUBJECTS.	WEIGHTS
1.	Spelling	20
2.	Arithmetic	20
3.	Letter writing	20
4.	Penmanship	20
5.	Copying from plain copy	20
	Total	100

The following are specimen questions and tests in this examination:

1. **Spelling.** The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on the first sheet of his examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

1. Question: The act of questioning; as, to question a witness.
2. Column: A perpendicular section of a page; as, a newspaper column.
3. Regular: A soldier belonging to a permanent army.
4. Possible: Practicable; not contrary to the nature of things.
5. Precious: Of much value; as, a precious stone.
6. Guardian: One who has the care of an orphan.
7. Entrance: A place for entering; as, an entrance to the city.
8. Separate: Divided from the rest; as, a separate parcel.
9. Official: One invested with an office.
10. Eager: Keenly desirous; as, eager to learn.
11. Patience: The quality of being patient.
12. Position: State of being placed; as, in a bad position.
13. Exceed: To go too far; as, to exceed one's authority.
14. Language: Human speech; as, the English language.
15. Explain: To make plain or clear; as, to explain a problem.
16. Business: Employment; something to be transacted.
17. Receive: To take or accept.
18. Copyist: One who copies.
19. Certify: To give certain information or assurance.
20. Specimen: A pattern or sample.

Arithmetic—1. Add the following numbers: 7,820,140, 616,487, 18,021,762, 5,329,456, 5,647,893, 432,890, 23,578,932, and 45,004, and from the sum of these numbers subtract 8,641,762.

2. Multiply 794.4 by $450\frac{3}{5}$, and divide the product by 49.65.

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3. A clerk received a salary of $720 a year. He spent $\frac{2}{5}$ of it for board, $\frac{1}{4}$ of the remainder for clothing, $144 for all other expenses. How much did he save?

4. An open court contains 160 sq. yds. How many stones 9 in. sq. will be required to pave it?

(1296 sq. in. = 1 sq. yd.)

5. A Manila grocer imported 1083 pounds of butter at 39 cents a pound, and sold it at $\frac{5}{13}$ more than it cost. What was his net profit if his expenses were $36.47?

Letter writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written, and the competitor may select either of the subjects upon which to write his letter of not less than 125 words. The exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, and general appearance, and by correctness and uniformity in the formation of words, letters, and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—N. B.—Paragraph, spell, capitalize, and punctuate as in the copy. All omissions and mistakes will be taken into consideration in rating this exercise.

Make an exact copy of the following:

The hemp tree in the Philippines reaches an average height of ten feet. It is a native plant, the stem of which is enclosed in layers of half round petioles. The hemp fibre is extracted from these petioles which, when cut down, are separated into strips, five to six inches wide, and drawn under a knife attached at one end by a hinge to a block of wood, while the other end is suspended to the extremity of a flexible stick. The bow tends to raise the knife and a cord attached to the same end of the knife, and a treadle is so arranged, that by a movement of the foot, the operator can bring the knife to work on the hemp petiole with the pressure he chooses.

Third grade examination.

Sec. 13. The time allowed for this examination is three hours. Eligibles on this register may be certified to any position in the classified service, below class I for which the third grade examination is appropriate. The examination will comprise the following subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling	20
2.	Arithmetic	20
3.	Letter writing	20
4.	Penmanship	20
5.	Copying from plain copy	20
	Total	100

The following are specimen questions and tests in this examination:

1. Spelling. The words in spelling are dictated by the examiner and are required to be written by the competitor in the blank spaces indicated on

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the first sheet of his examination. The examiner pronounces each word and gives its definition. The competitor is required to write only the word and not its definition.

1. Horse: A well known domestic animal.
2. Equal: One of the same rank.
3. People: A nation; those who compose a community.
4. Pledge: Something given as security.
5. Divide: To part; to separate; as, to divide into two parts.
6. Useful: In a useful manner.
7. Salary: A payment for services.
8. Foot: A measure of twelve inches.
9. Every: Each one; as, in every case.
10. Papers: Written or printed documents.
11. Read: The act of reading; as, to read a book.
12. Notify: To make known; as, to notify a friend.
13. Commence: The act of commencing; as, to commence work.
14. Touch: To come in contact with; as, to touch the book.
15. Sign: To mark with characters or one's name; as, to sign a letter.
16. Special: Particular; peculiar; as, in a special manner.
17. Advance: To go forward.
18. Found: Something discovered; as, he found the book.
19. Year: A period of time.
20. Failure: The act of failing; as, it was a complete failure.

Arithmetic.—1. Add the following numbers: 426,985, 718,643, 5,926,718, 2,046, 359,175, 861,722, and 103,141.

2. Divide 25,877,823 by 8,549.

3. Multiply 58,927 by 8,075 and subtract 28,796,747.

4. The driver of a carromata took an average of 16 fares a day at 35 cents a fare. In 30 days his total expenses were $24. How much did he save?

5. In Feb., 1900, 6,739,632 pounds of rice were imported from Spain, China, and the East Indies. 3,726 pounds were imported from Spain and 551,834 pounds from the East Indies. How many pounds were imported from China?

Letter Writing.—Two subjects for letter writing will be found at the head of the blank sheet upon which the letter is to be written. The competitor may select either of the two subjects upon which to write a letter of not less than one hundred words. The exercise in letter writing is designed chiefly to test the competitor's skill in simple composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

Penmanship.—The rating on penmanship will be determined by legibility, neatness, and general apperance, and by correctness and uniformity in the formation of words, letters and punctuation marks in the exercise in copying from plain copy. No particular style of penmanship is preferred.

Copying from plain copy.—N. B.—Paragraph, spell, capitalize and punctuate as in the copy. All mistakes and omissions will be considered in rating this subject.

Make an exact copy of the following:

The natives everywhere continue to employ the primitive method of treating rice paddy for domestic and local use. The grain is generally husked by

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them in a large mortar hewn from a block of molave, or other hard wood, in which it is beaten by a pestle. Sometimes two or three men or women with wooden pestles work at the same mortar. This mortar is termed, in Tagalog dialect, Luzon, the name given to the largest island in the group.

Department assistant examination.

Sec. 14. The time allowed for this examination is two days of seven hours each. The first three subjects will be given on the first day, and the remaining subjects on the second day. The entrance salary will not be less than $1,200 per annum. The examination will comprise the following subjects and weights:

No.	SUBJECTS.	Weights.	Maximum Ratings.
1	Thesis (500 words to be written on one of two topics given)	3	300
2	Correction of rough draft manuscript (250 words)	3	300
3	Mathematics (arithmetic, algebra—including quadratics,—and plane geometry)	3	300
4	History, constitution, government, and geography of the United States	3	300
5	Commerce and industrial resources of the United States	1	100
6	General history and geography	2	200
7	Territorial government and administration	3	300
8	Political economy	1	100
9	Education and experience	1	100
	Total ratings	....	2,000

The figures opposite each subject indicate (1) the relative value of and (2) the credit that will be given as a maximum rating on the subject in the examination. Each competitor in the Department Assistant Examination may also take any one or more of the optional subjects mentioned below. The figures opposite each of these optional subjects indicate the additional credit that will be given for a maximum rating on the subject. Three hours will be allowed in the examination on each subject.

Optional examinations.

No.	SUBJECTS.	Weights.	Maximum Ratings.
1	Agriculture	1	100
2	Bookkeeping	1	100
3	Chemistry	1	100
4	Botany	1	100
5	Civil Engineering	1	100
6	Educational Methods	1	100
7	Finance	1	100
8	Forestry	1	100
9	Geology	1	100
10	Law (general)	1	100
11	Law (international)	1	100
12	Law (Spanish)	1	100
13	Laws (mining) of the United States	1	100
14	Laws (land) of the United States	1	100
15	Language (Spanish)	1	100
16	Mineralogy	1	100
17	Municipal Administration	1	100
18	Sanitary Science	1	100
19	Taxation	1	100
20	Theory and Practice of Statistics	1	100
	Total ratings		2,000

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The rating of a competitor on each regular or optional subject will be in proportion to the correctness of the work done, based upon the maximum rating indicated opposite the subject for perfect work. It will be observed that the total ratings that may be obtained in the regular examination are 2,000. A competitor will not receive any credit for work done on any optional subject unless his total ratings in the regular examination are 1,400 or more and 70 or more on such subject. The credits received by him in the optional subjects will simply tend to increase his prospects of appointment. It is not expected that any one competitor will be found proficient in all of these branches, the aim in providing a variety of optional subjects in addition to the regular subjects being to enable the Board to secure eligibles with such special qualifications as may be needed to meet the demands of the service. In making requisitions for certifications of eligibles, appointing officers may call for the highest three names as a result of examination in the regular and optional subjects combined, but should the needs of the service so require, as may frequently happen, requisition may be made for a certification of those standing highest on one or more of the optional subjects, and who have also passed the regular examination. For instance, if a vacancy should occur in the municipal government of Manila, requiring a knowledge of municipal administration, or in the Forestry Bureaus requiring a knowledge of forestry, or in the Bureau of Statistics, requiring a knowledge of statistics, a requisition would probably be made for eligibles who have shown the most proficiency in these subjects, and who have also passed the regular examination.

The object of the Department Assistant Examination is to provide a method of entrance to the Philippine civil service for honest, energetic, and well educated persons who are entitled to be examined under the law. Eligibles thus secured will be appointed as the needs of the service require. After appointment they will be attached to one of the departments or offices and will be assigned to such duty, clerical and otherwise, as may be deemed advisable. Section 20 of the Civil Service Act provides that after 18 months from the date when the Board shall certify that it has a sufficient list of eligibles to fill vacancies in the higher offices, vacancies occurring in those offices shall be filled without examination from a class to be composed of the first, second, and third assistants in such offices, without regard to the office in which the assistants may be employed, the intention of the law being that the appointing power may transfer from one office to another the assistants deemed most competent to fill vacancies.

Those appointed from the Department Assistant Examination will be preferred in promotions to the higher administrative offices unless it should appear that employees who have not passed this examination possess exceptional or technical qualifications, required in the positions to be filled by promotion, which are not possessed by any of those who have entered the service through the examination mentioned. It will thus be seen that through faithfulness, efficiency, and an honest discharge of duties, department assistants have a fair opportunity, as the conditions of the service permit, to be advanced to the highest administrative positions since vacancies in those positions must under the law be filled by promotion after Oct. 26, 1902.

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Bookkeeper examination.

Sec. 15. The time allowed for this examination is nine hours; the entrance salary is $1,200 per annum. The names of competitors who fail on the subject of bookkeeping but obtain an eligible average on the first grade subjects will be entered on the clerk register. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	First grade examination (see sec. 11)	35
2.	Practice of bookkeeping	50
3.	Experience and education	15
	Total	100

The following specimen questions and tests indicate the general character of the second subject:

Practice of bookkeeping.—The first exercise is given a weight of 2 and the second a weight of 1.

FIRST EXERCISE.

Instructions—On the blanks furnished make the necessary journal entries for the transactions given in the memoranda below; keep bank account separate from cash account; make no daybook entries.

February 4, 1899. Marr and Company of Manila began business with the following resources: Store and lot on the Escolta, $12,500; cash in Manila Bank, $4,325, in safe, $940.85; Carter Bros.' note for $940, dated September 15, 1898, due five months after date. Liabilities were as follows: Account in favor of Philippine Commercial Company, $865.30; note in favor of Solana Bros. for $2,320, dated November 20, 1898, due 90 days after date, with interest at 6%, accrued interest, ($28.98.)

February 6. Bought of J. C. Neville merchandise worth $4,275. Gave in payment check for $2,700, balance on account.

February 7. Bought with check 25 shares of stock of Philippine Commercial Company at 45 (par value, $100).

February 10. Sold R. C. Adams merchandise valued at $3,115.38. Received in payment at its present worth our note for $2,320 in favor of Solana Bros. (mentioned in liabilities), present worth $2,351.27, balance on account.

February 11. Drew a sight draft on R. C. Adams for $615 and remitted it to Philippine Commercial Company on account.

February 15. Sold to L. C. Miller 20 shares of Philippine Commercial Company stock at 49 and received his check on Manila Bank for the amount.

February 17. Received of Carter Bros. on account their draft at 30 days' sight on R. C. Adams for $300. Presented the above draft for acceptance and Adams has accepted same, payable at Manila Bank.

February 19. Carter Bros' note (mentioned in resources) has been protested for non-payment. Protest fee, $2.35.

February 20. Due W. H. McLean $60, for salary for 3 weeks. Paid him ⅔ of the amount in cash.

February 23. Discounted at 7% our note for $2,500, given at 90 days on Manila Bank, and received credit for the proceeds. Discount, $43.15. (Allow no days of grace.)

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SECOND EXERCISE.

From the data below make out a balance sheet..

On August 31, 1897, Juan Castueras and Placido Galve, under the firm name of Castueras and Galve, had on hand as per inventory the following: Merchandise, $2,886; real estate, $9,360; stationery, $15. The footings of the accounts in their ledger were as follows:

Debit footings—Juan Castueras (member of firm), $314.01; cash, $3,450.30; Manila Bank, $3,586.80; real estate, $9,000; merchandise, $7,981.07; bills receivable, $3,226.80; bills payable, $1,170.96; expense, $201; interest and discount, $48.93; Demetrio Gomez, $1,080.

Credit footings—Juan Castueras (member of firm), $7,882.93; Placido Galve (member of firm), $9,477; cash, $1,556.74; Manila Bank, $1,077.30; merchandise, $6,587.76; bills receivable, $1,920; bills payable, $1,530.96; interest and discount, $27.18.

Experience and education.—The rating on this subject will be based on the information furnished by the competitor in answer to questions relating to his education and business experience which would tend to qualify him for the position of bookkeeper.

Stenography examination.

Sec. 16. The time allowed for this examination is five and one-half hours, of which one and one-half hours are allowed for transcribing the stenographic notes. The usual entrance salary is $1,200 per annum. The subjects and weights are as follows:

	SUBJECTS.	WEIGHTS.
1.	Arithmetic (first grade, see sec. 11)	5
2.	Penmanship	5
3.	Letter writing (first grade, see sec. 11)	5
4.	Copying from rough draft (first grade, see sec. 11)	10
5.	Stenography	75
	Total	100

The practical test in stenography will consist of two exercises, a letter and a speech, each containing 260 words. The dictations are given to all the competitors together. A preliminary test is given at the rate of 80 words per minute, in order to familiarize the competitors with the examiner's manner of dictation. This preliminary test will not be considered a part of the examination, and should not be transcribed. The regular exercises (a letter and a speech are considered as one exercise) will then be dictated at different rates of speed as follows: 80 words, 100 words, 120 words, and 140 words per minute. A rating of 70% in speed will be given when the dictation is at the rate of 80 words per minute, 80% for 100 words, 90% for 120 words, and 100% for 140 words per minute. The competitors will be permitted to enter the regular tests at as many different rates of speed as they may desire, but they will be required at the conclusion of the tests to select the one which they wish to transcribe and be considered in the rating. Examiners will give competitors sufficient time to make the selections. The test which they select will be the only one which they will be permitted to transcribe, and the notes of all other tests will be taken up by the examiner. These notes will be forwarded to the Board, together with the other papers of the

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stenography examination, but will not be considered in the rating. The notes of the exercise transcribed should be attached to sheet 4 when the competitor surrenders that sheet. The notes may be transcribed either in longhand or with the typewriter.

The following dictation exercises indicate the general character of the exercises used in this examination:

Dictation Exercises.—*(a)* The most important of all histories to an American is that of his own country, because it appeals to his patriotism, and in it is found as nowhere else, the story of the progress of the people. During the last fifty years the United States has contributed more than any other nation to the sum of human welfare and advancement, and while it has made the greatest progress in times of peace, it has not hesitated to draw the sword in behalf of justice and right. It is natural for an American to sympathize with any people fighting against oppression. Sympathy for the Cubans was expressed in party platforms, at public meetings, in the press and pulpit, and on the floor of Congress. The American people did not wish to go to war, but they were determined that the horrors in Cuba should cease. The continent was not broad enough for the continuance of two so antagonistic systems face to face, and the whole country knows by heart the story of the war that followed. An attempt at this early date to sum up all the consequences would be presumption, but two at least are already sure. At home in the United States points of compass are blotted out. For Americans there is now neither north nor south nor east nor west. There is only one common country. Abroad the republic has made itself respected and recognized as it never was before. Its potent voice in behalf of humanity and freedom has been heard around the globe.

(b) MANILA, December 30, 1900.

Honorable William Atkins,
Omaha, Nebraska.

SIR:

Replying to your letter of the 20th ultimo, I have the honor to state that hemp growing with ample capital is an industry which gives little trouble, and from which large profits are realized in the Philippine Islands. The plant requires at least three years to arrive at the cutting stage, or four years if raised from the seed. A great advantage to the colonist in beginning to grow hemp is the fact that only a partial clearance is required, while newly opened up land is preferable, as on it young plants will sometimes throw up as many as thirty suckers. The great drawback to the person with limited capital is the impossibility of getting any return for his labor or making any profit on his outlay before three years at least. After that period the risk is small, drought being about the only thing to be feared. The largest trees are usually left to shade the plants and young shoots so that only light rooting is absolutely necessary. No plowing is required and there is no special cropping season, as there is in the case of sugar, which, if neglected, results in a total loss of crop. No costly machinery has to be bought and left to the mercy of inexperienced hands, and no live stock need be maintained for field labor. For these reasons you will appreciate that the advantages of hemp cultivation compare favorably with those of any other agricultural pursuit in the islands.

Very respectfully,

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Typewriting examination.

Sec. 17. The time allowed for this examination is six hours. The entrance salary ranges from $900 to $1,200. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Arithmetic (first grade, see sec. 11)	5
2.	Penmanship	10
3.	Letter writing (first grade, see sec. 11)	10
4.	Copying from rough draft (first grade, see sec. 11)	15
5.	Tabulating	10
6.	Copying and spacing	20
7.	Writing from dictation	30
	Total	100

The technical subjects of the typewriting examination consist of tabulating, copying and spacing, and writing from dictation, on which accuracy and speed are considered in the ratings. The exercise in copying from rough draft of the first grade examination will be given in this examination and will also be rated on accuracy and speed, the competitor being required to make a smooth copy of the exercise on the typewriter. In these technical sheets accuracy is given a weight of 3 and speed a weight of 2.

The following specimens indicate the general character of the technical exercises, other than the rough draft exercise already referred to in this examination:

Tabulating.—(Preliminary tests will not be permitted, but a rough draft of the table may be made with pencil or pen on scratch paper and copied with the typewriter on the accompanying blank sheet. The time consumed in making the rough draft will be included in the time allowed for the exercise.)

Write the following facts with the typewriter, in tabular form, in five columns, with proper headings (general heading and column headings), without abbreviations. (The figures given below are not considered as abbreviations.) The general heading should be brief and should indicate clearly the facts which are shown in the table, and each column heading should indicate the facts which are given in that column. The table should not exceed 66 spaces in width.

According to the statistics for 1882 of some of the British colonies, British India had an area of 868,314 square miles and a population of 198,790,853. The imports were valued at £68,156,654 and exports 89,098,427 pounds sterling. The imports and exports for the Straits Settlements were valued at 18,676,766 and 17,260,138 pounds sterling, respectively, while the population was but 423,384, and the area 1,472 square miles. Ceylon, with a population of 2,763,984 and an area of 25,365, square miles, exported goods valued at £3,161,262, and received in imports 4,811,451 pounds. Australia covers 3,161,842 square miles, with exports and imports, respectively, 54,572,756 and 64,001,120 pounds, while her population was 2,742,550. The area of Figi was 7,740 square miles, the population 127,095, and the imports and exports, respectively, 434,522 and 345,344 pounds in value. The exports of the Falkland Isles amounted to 101,338 pounds, the population 1,553 in an area of 6,500 square miles, and the imports were 67,848 pounds. St. Helena had only

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a population of 5,059 people, but received in imports 63,786 pounds in value, and made exports to the amount of 23,406 pounds, with an area of but 47 square miles. The exports from the British colonies in North America amounted to 20,150,309 pounds, and the imports to the same were 25,599,657 pounds. The area of this district was 3,510,592 square miles, with a population of 3,832,632. The area of Cyprus was 3,595 square miles, the population 186,173, and the imports and exports amounted to 296,868 and 266,210 pounds, respectively, in value. (In this exercise pounds will be understood as pounds sterling.)

Copying and spacing.—The competitor is required to copy an exercise similar to the one shown in reduced size on the opposite sheet, reproducing it in every particular, including punctuation and other marks and preserving all spaces between lines and between words, figures and characters, and the relative positions of the lines on the sheet.

The copy furnished to the competitor is a photo-lithograph of a sheet which has been typewritten and so prepared that it may be reproduced on any style of typewriting machine.

Writing from dictation.—One of the examiners will dictate to each competitor separately, in groups of five or six words at a time, a passage of about 175 words, which the competitor will be required to write with the typewriter. As speed is an important element in this exercise, the examiner will read as rapidly as the competitor may desire and indicate. The examiner will give all the paragraphs and all the punctuations. The sheet will be surrendered immediately after the competitor has finished writing the exercise, no time being allowed for corrections. The following is a specimen exercise in dictation:

In view of the facts above set forth it must be admitted that the average native has never, as yet, had a fair opportunity to show what he can do. He is, at all events, keenly alive to the disadvantages under which he has thus far labored and is strongly desirous of securing better educational advantages. In the opinion of the Commission the present number of primary schools should be increased as rapidly as possible until they meet the needs of the population. The necessary equipment for carrying on primary school work in accordance with modern methods should also be provided. Additional provisions should be made for the proper training of teachers, and their salaries should be placed at such figures as to afford at least a respectable livelihood for those to whom is entrusted the all-important task of educating the youth of the Philippines.

Junior typewriter examination.

Sec. 18. The time allowed for this examination is six hours. The entrance salary varies from $360 to $600 per annum. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Arithmetic (second grade, see sec. 12)	10
2.	Penmanship	10
3.	Letter writing (second grade, see sec. 12)	10
4.	Copying from rough draft (first grade, see sec. 11, on typewriter)	15
5.	Copying from plain copy (first grade, see sec. 11, on typewriter)	20
6.	Writing from dictation (on typewriter)	25
7.	Test in English	10
	Total	100

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PHILIPPINE CIVIL SERVICE---TYPEWRITING EXAMINATION.

Sixth Subject.---Copying and spacing.

Directions.- Make on the accompanying sheet an exact copy of the following exercise, reproducing it accurately in every particular including punctuation and other marks, and preserving all spaces between lines and between words, figures, and characters, and the relative position of lines on the sheet.

COMMERCE OF THE PHILIPPINE ISLANDS.

Tabulated statement showing the amount and value of manufactured leaf tobacco exported, and the countries to which exported, during the months of September and October, 1899.

Countries.	September.		October.	
	Quantities. (pounds)	Values. (dollars)	Quantities. (pounds)	Values. (dollars)
Unmanufactured-- Leaf tobacco.				
China	.....	.....	77	4
Spain	2,429,189	102,678	1,224,786	60,538
United Kingdom	120,956	6,408	5,042	254
India	58,676	6,094	14,630	1,580
Japan	1,030	102	.....	.....
Australia	536	90	.....	.....
France	.....	.....	45,417	2,398
Total	2,610,387	115,372	1,289,952	64,774

Note.-- The seed of the tobacco plant was among the many novelties introduced into the Philippines from Mexico by Spanish missionaries, soon after the possession of the colony by the Spaniards was an established fact.

During the first two centuries of Spanish dominion, but little direct attention was paid to the tobacco question by the Government, which only nominally held, but did not assert, the exclusive right of traffic in this article. At length, in the year 1781, during the Governor-Generalship of Jose Basco y Vargas (a naval officer), the cultivation and sale of tobacco was formally decreed a State monopoly, which lasted up to the end of the year 1882. In the meantime it became an important item of public revenue. In 1882, the profits on the tobacco monopoly amounted to half the colony's budget expenditure.

A few years before that date, a foreign company offered to guarantee the budget (then about $15,000,000), in exchange for the tobacco monopoly, but the proposal was not entertained, although in the same year the treasury deficit amounted to $2,000,000.

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The test in English consists of the translation of easy sentences from Spanish into English, and of interpreting from English into Spanish.

Stenography and typewriting (combined) examination.

Sec. 19. The time allowed for this examination is seven and one-half hours, of which one and one-half hours are allowed for transcribing the stenographic notes. The usual entrance salary is $1,200 per annum.

The following are the subjects:

SUBJECTS.

1. Arithmetic (first grade, see sec. 11).
2. Penmanship.
3. Letter writing (first grade, see sec. 11)
4. Tabulating (see sec. 17).
5. Copying from rough draft (see sec. 11).
6. Copying and spacing (see sec. 17).
7. Writing from dictation (see sec. 17).
8. Stenography, dictations and transcriptions (see sec. 16).

The subjects of arithmetic, letter writing, penmanship, and copying from rough draft will be required to be taken only once at the same time and place in connection with the examination for stenography and typewriting combined.

If a competitor passes in both stenography and typewriting, his name will be entered upon both registers. In addition to this, the averages in the two examinations will be combined, a weight of 2 being given to stenography and a weight of 1 to typewriting, and with the average percentage thus obtained his name will be entered upon the combined stenography and typewriting register. If he passes in only one of the examinations, his name will be entered upon the register for the examination which he passes.

Translator examinations.

Sec. 20. There are two grades of examinations for translator positions: (1), a translator examination, and (2), a junior translator examination. The entrance salary for these positions will vary according to the vacancy to be filled and the ability of the appointees.

Sec. 21. Translator examination.—The first six subjects of the first grade examination form a part of the translator examination, with a weight of 30%, while the tests in translating are weighted 70%. These tests are divided into two parts of equal weight, the first part consisting of two short exercises to be translated from English into Spanish, and the second part of two similar exercises to be translated from Spanish into English. The translations must be made without the aid of a dictionary and the competitor is required to adhere as closely to the text as the idiomatic usage of the two languages will permit. The time allowed for this examination is seven hours. The following are the subjects and weights:

SUBJECTS.	WEIGHTS.
1. Spelling (first grade, see sec. 11)	5
2. Arithmetic (first grade, see sec. 11)	5
3. Letter writing (first grade, see sec. 11)	5
4. Penmanship	5
5. Copying from plain copy (first grade, see sec. 11)	5
6. Copying from rough draft (first grade, see sec. 11)	5
7. Translation from English into Spanish	35
8. Translation from Spanish into English	35
Total	100

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The following selections indicate the general character of the translator examination.

Make a close translation of the following into idiomatic Spanish:

(a) Although the Chinese have introduced telegraphs to a considerable extent throughout a great portion of the empire, they still cling affectionately to their postal system, which remains much the same as it was hundreds of years ago. The government employs runners on foot or couriers on horseback, who are stationed at intervals on the roads leading to the various provinces. Each man takes the missive, or whatever it may be, to the next station, where another messenger is waiting to take it on the next stage, and so on. By this means enormous distances are covered in an incredibly short space of time. Marco Polo relates that dispatches are received in this way within twenty-four hours from places which it would take an ordinary traveller ten days to reach. If the Chinese wished to have a properly organized postal service, they could easily establish one.

(b) HYATTSVILLE, MD., September 14, 1900.

Honorable William H. Taft,
President U. S. Philippine Commission,
Manila.

SIR:

I have observed from press notices that your Commission intends to give the Filipinos the best educational facilities, and that with this object in view you desire to secure competent teachers from the United States. In this connection I beg to state that I have had three years' experience in teaching in the primary and intermediate grades with uniform success, and if you have not already secured a sufficient number of teachers I will thank you to consider my name, since I am confident that as a result of my past experience I can render satisfactory service in the Philippines. Your attention is invited to the accompanying statements and recommendations from prominent educators in regard to my ability as a teacher.

Hoping to receive a favorable reply at an early date, I remain,

Very respectfully,

Make a close translation of the following into idiomatic English:

(a) Ocuparon estas islas los chinos cuando sojuzgaron todo aquel oriente; después los javos y malayos, últimamente los persas y árabes, los cuales por medio del comercio introdujeron la superstición de Mahoma entre la adoración de sus dioses, de los cuales se preciaron algunas familias como de progenitores.

Sus leyes son bárbaras. No ponen número á los matrimonios: la esposa superior del rey, llamada Putriz en su lengua, da nobleza y derecho á la sucesión. En ella son preferidos sus hijos, aunque de menor edad que los de otras madres. El hurto no por mínimo se perdona; el adulterio fácilmente. Cuando apunta el alba, ministros de este oficio tocan en los poblados, por ley, panderos grandes por las calles para despertar los lechos conyugales, que por la propagación humana los miran dignos de cuidado político. La mayor parte de los delitos se castigan con muerte: en lo demás obedecen á la tiranía ó arbitrio del vencedor.

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(*b*) HABANA, CUBA, 6 de Junio de 1900.

La Comisión de los E. U. de Filipinas,
Manila.

SRES:

Entiendo que los recursos con que cuenta Filipinas no están grandemente desarrollados y deseo hacer esas islas mi futura residencia si hay la seguridad de que ofrezca un porvenir regular á un hombre profesional, enérgico, con completo conocimiento del inglés y español, y un capital de unos miles de pesos. Soy un Ingeniero Civil de profesion, habiendo terminado la carrera en 1894, en la Universidad de Cornell; durante los dos últimos años, he tenido experiencia práctica en construcciones de caminos, en Cuba. Tengo también conocimiento de ingeniería eléctrica y estoy familiarizado con las últimas aplicaciones de electricidad en Tranvías, pudiendo sin dificultad alguna, inspeccionar la instalación de un sistema eléctrico en cualquiera población de las islas. Declaro que el clima tropical me sienta bien, y les agradeceré á Vds. me avisen si en su parecer, una persona de mis condiciones, puede tener oportunidad de colocarse en Filipinas. De Vds. muy respetuosamente,

E. T. KIRKWOOD.

Sec. 22. Junior translator examination.—This consists of the subjects of the second grade examination with a weight of 30% and tests in translating with a weight of 70%. The translation tests in this examination are less difficult than in the examination for translator. They consist of two short exercises of about 100 words each to be translated from English into Spanish and exercises of the same length to be translated from Spanish into English. The translations must be made without the aid of a dictionary, and the competitor is required to adhere as closely to the text as the idiomatic usage of the two languages will permit. The time allowed for this examination is six hours.

The following are the subjects and weights:

SUBJECTS.	WEIGHTS.
Spelling (second grade, see sec. 12)	5
Arithmetic (second grade, see sec. 12)	5
Letter writing (second grade, see sec. 12)	10
Penmanship	5
Copying from plain copy (second grade, see sec. 12)	5
Translating from English to Spanish	35
Translating from Spanish to English	35
Total	100

The following selections indicate the general character of the tests in translation in this examination:

Make a close translation of the following into idiomatic Spanish:

(a) This gentleman has been waiting here some time to see the chief. He says he has come to make inquiry in regard to the papers which he sent to this office a few days ago. Some of the papers he wishes to withdraw as he has since found that they should have been forwarded to another office. When he called at the office of the Collector he was told to come here, where he would get the information that he desired. I think the papers to which he refers are those in that large envelope on the desk of Mr. Brown.

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(b) HONOLULU, H. I., September 29, 1900.

Civil Service Board,
Manila.

GENTLEMEN:

Please let me know when you will hold an examination for clerk in the city of Manila. My home is in that city and I can leave here about December 1st, or will stay until January, if I can arrive in Manila in time for the examination. If you have any pamphlet or other printed information that will give me an idea of the character of the examination, I would be pleased if you would send me a copy so that I may prepare myself as much as possible before I get to Manila, which will probably be in February.

Very respectfully,

WILLIAM WILSON.

Make a close translation of the following into idiomatic English:

(a) La paz y la quietud cuelgan de pocas leyes bien gobernadas; y de los muchos intérpretes, la guerra y la confusión.

Está ya tan alterada la policía humana, que en muchas partes del mundo los tenidos por sabios se gobiernan como bárbaros, y los bárbaros como sabios.

Si el deseo de acrecentar estado no turbase el buen gobierno, en todo el mundo habría paz y justicia.

Los ministros de justicia duermen descansadamente sobre los males ajenos, y á la sombra de los suyos propios despiertan y dan gritos.

No basta que tengan los reyes la suprema autoridad, que también han de tener la suprema inteligencia de las cosas, para saber acrisolar las resoluciones de sus consejeros.

La buena razón de Estado es aquella que basta á mantener los reinos en paz y á difundirlos en guerra justa.

DAGUPAN 1.º de Diciembre de 1900.

La Junta del Servicio Civil de Filipinas,
Manila.

MUY SRES. MIOS:

Sírvanse mandarme un ejemplar de sus reglamentos y cualquiera información que Vds. tengan sobre la época y el lugar en que se han de celebrar sus exámenes. Quisiera examinarme para un puesto de mandatario si no es muy difícil. He tenido esta ocupación en Manila por algunos meses, y mis amos me habían dicho que mis trabajos eran muy satisfactorios. Si hay algunos puestos de esa clase vacantes en la actualidad, sírvanse decírmelo, puesto que quiero vivir en Manila donde podré ir á la escuela por las noches.

Muy respetuosamente.

Interpreter examinations.

Sec. 23. There are two grades of examinations for interpreters: (1), an interpreter examination, and (2), a junior interpreter examination. The entrance salary for these positions will vary according to the vacancy to be filled and the ability of the appointees.

The subjects and weights of the interpreter examination are the same as those for translator (see Sec. 21) except that the seventh subject will consist in interpreting from English into Spanish, and the eighth, in in-

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terpreting from Spanish into English. The time allowed for the whole examination is six hours. The tests in interpreting will include short statements, questions and answers on different subjects in English, aggregating about 300 words, which are to be interpreted into Spanish, and similar exercises in Spanish, which are to be interpreted into English.

The subjects and weights of the junior interpreter examination are the same as those for junior translator (see Sec. 22) except that the sixth subject will consist in interpreting from English into Spanish, and the seventh, in interpreting from Spanish into English. The time allowed for the whole examination is five hours. The tests in interpreting will include short statements, questions and answers on different subjects in English, aggregating about 200 words, which are to be interpreted into Spanish, and similar exercises in Spanish, which are to be interpreted into English. The interpreting tests in the junior interpreter examination will be less difficult than in the interpreter examination.

Clerk of court.

Sec. 24. This examination will be given in either English or Spanish as applicants elect, but applicants should possess a knowledge of both the Spanish and English languages. The time allowed is two days of six hours each. The salary is $1,200 per annum, except in cases where a greater or a less salary is specially prescribed by law.

The following are the subjects and weights:

SUBJECTS.	WEIGHTS.
First grade examination (see sec. 11)	50
Practical questions on the subjects defined in several chapters of the new Code of Civil Procedure relating to the duties of clerk, and definitions of a few of the most ordinary legal phrases and terms	30
Tests in interpreting or translating	20
Total	100

Draftsman examination.

Sec. 25. Examinations for draftsmen for original and constructive work, whether mechanical, architectural, or topographical, will be given only when the needs of the service require. If competent draftsmen are not obtainable in the Philippine Islands, such positions will be filled through the United States Civil Service Commission. The entrance salary is from $1,200 to $1,600 per annum.

Junior draftsman examination.

Sec. 26. The time allowed for this examination is two days of six hours each. The usual entrance salary is $300 per annum. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Letter writing (second grade, see sec. 12)	10
2.	Penmanship	10
3.	Drafting	60
4.	Experience and training	20
	Total	100

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This examination is a general one from which eligibles may be obtained for certification to fill vacancies in the several bureaus of the Philippine Civil Service; therefore, applicants should state the kind of drafting with which they are familiar, whether mechanical, or architectural, such as drawing and designing, or topographical, such as map and chart work. This information will determine the character of the examination for each applicant in the third subject, namely, drafting. Training and experience are rated on the evidence contained in form 2.

Civil engineer examination.

Sec. 27. This examination will be held only when the needs of the service require. If eligibles are not obtainable in these Islands a request for competent persons to fill vacancies will be made of the United States Civil Service Commission. The entrance salary is from $1,200 to $1,800 per annum.

Examinations for mechanical engineers, electricians, superintendents, inspectors, etc.

Sec. 28. Examinations will be held for these and similar positions, the performance of the duties of which requires considerable skill, special training, and—in many cases—executive capacity. The salaries range from $300 to $1,800 per annum. The following are the subjects and weights.

	SUBJECTS.	WEIGHTS.
1.	Second or third grade examination (see secs. 12 and 13)	25
2.	Appropriate practical questions	50
3.	Experience and training	25
	Total	100

The practical questions vary according to the class and character of each of the several positions and are adapted to the duties required to be performed in each. The rating for the third subject is determined on the evidence of experience and fitness shown on forms 2 and 35, which must be completed and filed as the application for examination.

Post office clerk examination.

Sec. 29. This examination will be limited to six hours. The entrance salary is $900 per annum. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling (second grade, see sec. 12)	10
2.	Arithmetic (second grade, see sec. 12)	10
3.	Letter writing (second grade, see sec. 12)	10
4.	Penmanship	10
5.	Copying from plain copy (second grade, see sec. 12)	10
6.	Geography	20
7.	Local delivery	10
8.	Reading addresses	20
	Total	100

The following specimen questions and tests indicate the scope and general character of the sixth, seventh, and eighth subjects of this examination:

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Sixth Subject, Geography.—The questions under this head will relate to the location of states, prominent cities, etc., in the United States, Philippine Islands, and foreign countries, especially along the Asiatic coast.

Seventh Subject, Local Delivery.—The questions under this head will relate to the location of buildings, streets, plazas, etc., in the city of Manila.

Eighth Subject, Reading Addresses.—This test will consist of the reading of twenty-five cards, on each of which are written a name and an address, one-half of them being written in Spanish and the remainder in English. As soon as convenient during the day of the examination, each competitor will be taken aside for this exercise. If the reading is completed in one and one-half minutes, the competitor will receive 100 for speed, and a proportionate deduction will be made for time consumed in excess of one and one-half minutes, as shown in the rules for rating the exercise in reading addresses, which will be found on page 50 of this Manual. If the reading is not completed at the expiration of five minutes the competitor will be stopped and a proportionate deduction will be made for each card not read. Speed and accuracy have equal weight in determining the rating on this exercise. Each name and address on a card must be read in full without abbreviation. If an address or part of an address is incorrectly read and read the second time, the second reading will be ignored and the competitor will simply lose time by repeating. Every error, abbreviation, or omission will be noted on the sheet by the examiner. The sheet containing the addresses in printed form for the examiner's guide in rating this exercise must not be handled by the competitor. No sample cards can be furnished applicants.

Letter carrier examination.

Sec. 30. The time allowed for the examination is five hours. The salary of unmounted carriers will be $420 per annum and of mounted carriers $600 per annum. All the carriers will be required to provide at their own expense a uniform which will be prescribed by the Director General of Posts. The mounted carriers will be required to provide their own conveyances. Carriers will be required to keep their uniforms and conveyances in good condition, subject to the inspection and approval of the Director General of Posts. The work of the carriers will be to collect and deliver mail in the various sections of the city at stated intervals each day. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling (second grade, see sec. 12)	10
2.	Arithmetic (second grade, see sec. 12)	10
3.	Penmanship	15
4.	Copying from plain copy (second grade, see sec. 12)	10
5.	Local delivery	20
6.	Reading addresses	20
7.	Slight test in English	15
		100

The questions under the head of local delivery will relate to the location of streets, buildings, etc., in Manila.

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The test in reading addresses will consist of twenty-five addresses, fifteen of which will be in Spanish and ten in English.

Examination for weather observers.

Sec. 31. The time allowed for this examination is seven hours.

The stations throughout the Archipelago are classified according to importance. The positions of the first class are filled by chief observers with a salary of $600 per annum, the second class stations by observers at $300 per annum. Vacancies occurring in the higher positions of observers are filled according to merit by promotions from the lower positions. The following are the subjects and weights:

FIRST CLASS.

	SUBJECTS.	WEIGHTS.
1.	Spelling (second grade, see sec. 12)	4
2.	Arithmetic (second grade, see sec. 12)	10
3.	Letter writing (second grade, see sec. 12)	10
4.	Penmanship	3
5.	Plain copy (second grade, see sec. 12)	3
6.	Theory of Meteorology	21
7.	Practice of Meteorology	27
8.	Theory of Seismology	7
9.	Practice of Seismology	6
10.	Algebra	3
11.	Geography of the Philippines	6
	Total	100

SECOND CLASS.

	SUBJECTS.	WEIGHTS.
1.	Spelling (third grade, see sec. 13)	4
2.	Arithmetic (third grade, see sec. 13)	10
3.	Letter writing (third grade, see sec. 13)	10
4.	Penmanship	3
5.	Plain copy (third grade, see sec. 13)	3
6.	Theory of Meteorology	24
7.	Practice of Meteorology	30
8.	Theory of Seismology	7
9.	Geography of the Philippines	9
	Total	100

No specimen questions of subjects other than the grade subjects are given.

Examination for medical inspector, physician, etc.

Sec. 32. The time allowed for this examination is two days of seven hours each, the first four subjects being given on the first day and the remaining subjects on the second day except that of experience and training which is rated on the evidence of experience and education submitted by the applicant with his application paper. The entrance salary is $2,000

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per annum. Applicants for this position must be graduates of reputable medical colleges. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Letter writing	5
2.	Anatomy and Physiology	10
3.	Surgery and Surgical Pathology	10
4.	Chemistry, Materia Medica, and Therapeutics	10
5.	Bacteriology and Hygiene	20
6.	General Pathology and Theory and Practice of Medicine	25
7.	Obstetrics and Gynecology	10
8.	Experience and Training	10
	Total	100

The following specimen questions indicate the scope and general character of the subjects of this examination:

Letter writing.

Write a letter of not less than 150 words addressed to the "Philippine Civil Service Board, Manila, P. I." on the following subject:

Practical sanitation applicable to habitations of the lower classes in the Philippine Islands.

This exercise in letter writing is designed chiefly to test the competitor's skill in composition. In rating the letter its errors in form and address, spelling, capitalization, punctuation, syntax, style, and its adherence to the subject will be considered.

Anatomy and physiology.

1. Give the origin, insertion, action, and innervation of the biceps muscle of the arm.
2. Name the muscles that are instrumental in the movements of the eyeball, and give the origin, insertion, and innervation of each.
3. Describe the ankle-joint.
4. Give the anatomy of inguinal hernia.
5. Name all the branches of the aorta above the diaphragm.
6. What fermentations does the urine undergo after being voided?
7. What is the glycogenic function of the liver?
8. What is the difference between fermentation and putrefaction?
9. Enumerate the phosphates ingested and eliminated and show their importance in the animal economy.
10. Give one function of each of the following organs: semi-circular canals, iris, pancreas, cerebellum, spleen.

Surgery and surgical pathology.

1. Describe the various forms of conjunctivitis and give the treatment for each form.
2. Describe the means and methods of producing anaesthesia, both local and general.
3. State five complications that may follow abdominal section, and give the treatment of each.
4. Describe the treatment for varicose veins of the leg.
5. Differentiate anatomically between the following forms of inguinal hernia: Oblique, direct, complete, and incomplete.
6. Name the different forms, and give the etiology and treatment, of peritonitis.

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7. Give the etiology and treatment of chronic cystitis in the male.

8. Give a diagnosis between prostatitis and cystitis.

9. Describe the different surgical operations for the relief of stricture of the urethra.

10. Describe the changes that occur in inflammation.

Chemistry, materia medica, and therapeutics.

1. Give two methods of preparing chlorine.

2. What is formaldehyde? State how it is prepared and how used.

3. Give the product and uses of sulphur burned in air. Explain the bleaching property of sulphur.

4. What is glycerin? Give its chemical properties. How is it obtained?

5. Name five of the preparations of iron and give the medicinal uses and dose of each.

6. Give the physiologic actions and the therapeutic uses of the simple bitters. How to they differ from the aromatic bitters?

7. Give the physiologic action, medicinal uses and preparations, with doses, of belladonna.

8. Describe serum therapy. Illustrate its use.

9. What is meant by cholagogue, demulcent, mydriatic, oxytocic, and anthelmintic? Name a drug as an illustration of each class and give the dose of each one mentioned.

10. What is the usual composition of baking powders? How are they adulterated? What is their mode of action?

Bacteriology and hygiene.

1. Describe the micro-organism either of bubonic plague or of malaria.

2. Describe the pathogenic organism which produces typhoid fever.

3. Give a classification of bacteria and name an organism illustrating each class.

4. Of the pathogenic micro-organisms name two of the most important animal parasites and the disease produced by each.

5. Name four diseases transmissible from domesticated animals to man and give the pathogenesis of any one of them.

6. What is the best method of disinfecting *(a)* water closets, *(b)* a house, *(c)* the clothing of persons who have infectious diseases?

7. State the method by which the occurrence of lead in water is demonstrated.

8. What steps should be taken to render polluted water harmless?

9. How would you treat a corpse dead from an acute infectious or contagious disease? How would you disinfect a house in which had occurred bubonic plague?

10. In the absence of a system of sewerage and of a modern system of water supply what are the best methods for the disposal of excreta and for securing a supply of pure water?

Theory and practice of medicine and general pathology.

1. Describe amoebic dysentery and outline appropriate treatment.

2. Give the pathology, differential diagnosis and treatment of bubonic plague.

3. Give the physical signs of acute pleurisy *(a)* before effusion, and *(b)* after effusion.

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4. Describe beri-beri, giving symptoms, pathology, diagnosis, prognosis, and treatment.

5. Give the diagnosis and indications for treatment of a case of membranous croup.

6. Give a differential diagnosis between gout, chronic articular rheumatism, and rheumatoid arthritis.

7. Give the etiology, diagnosis, and sequelae of Asiatic cholera.

8. Define hematemesis, hemoptysis, melena, hemophilia, and epistaxis.

9. Give the symptoms preceding the eruption of *(a)* scarlatina *(b)* of rubeola and name the sequelae of each.

10. Give the characteristics of each of the following: lithemia, chlorosis, leuco-cythemia, and Addison's disease.

Obstetrics and gynecology.

1. How are phthisis and organic heart lesions modified by pregnancy?

2. A woman having missed two successive periodic functions (menstruation) suspects pregnancy as the cause; state the method or methods by which one would arrive at a positive diagnosis.

3. What is the principal danger to the child during labor in a breech presentation, and what should be done to reduce the danger to a minimum?

4. If the presenting part in a labor case is the shoulder, what should be done to render delivery possible and how should it be done?

5. What are the indications for the use of forceps in a labor case? What two general classes of forceps are used?

6. What are the symptoms of uterine fibromata?

7. How should hypertrophy of the cervix uteri be treated?

8. What means are employed for the correction of displacements of the uterus?

9. Enumerate the sequelae which frequently follow abortion.

10. Describe in detail the operation for the removal of an ovarian tumor.

Municipal physician and hospital (or house) physician.

Sec. 33. The time allowed for the examination is two days of five hours each, the first four subjects being given on the first day. The salary of municipal physician is $750 per annum, and the salary of hospital physician is $900 per annum. The subjects and weights of the examination for these positions are the same as those for medical inspector, but the examination is less rigid and the questions and tests are fewer in number and simpler in character than those for the office of medical inspector.

Examination for veterinarian.

Sec. 34. The time allowed for this examination is seven hours. The entrance salary is from $1,400 to $1,600 per annum. The following are the subjects and weights:

SUBJECTS.	WEIGHTS.
Letter writing	10
Veterinary Anatomy and Physiology	20
Veterinary Pathology	20
Veterinary Practice	40
Experience and Training	10
Total	100

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No specimen questions can be given at this time.

Wherever the duties of the position are principally those of veterinary inspector, the examination will be the same as that given for veterinarian except that questions on meat and animal inspection will be included under the subject of veterinary practice.

The subject of experience and training is rated on the evidence submitted by the applicant with his application paper.

Pharmacist examination.

Sec. 35. The time allowed for the examination is two days of six hours each. The entrance salary is $600 per annum. The examination comprises the following subjects and weights:

	SUBJECTS	WEIGHTS
1.	Second grade examination (see sec. 12)	25
2.	Pharmacy and Chemistry	30
3.	Materia Medica	20
4.	Experience and Training	25
	Total	100

The following are specimen questions and tests in this examination:

Pharmacy and chemistry.

1. Give the formula and method of making paregoric. How much opium is in 100 parts of this tincture?

2. What are pills? Of what two parts does a pill mass usually consist? What are the essential requirements of a pill mass and what are the ordinary excipients used? Describe the process for making pills of phosphorus.

3. In the metric system? What is the unit of volume of weight? How is each obtained? Express the weight of 1 litre of official alcohol according to the metric system.

4. What is the ordinary best base for suppositories? How are gelatine suppositories made; rolled suppositories; moulded suppositories?

5. What is the per cent. of alcohol usually present in malt liquors, light wines, port or sherry, whisky, and brandy?

6. What are ointments? In what different ways are they made? What care should be exercised in the making and dispensing of ointments?

7. Describe the chemical change that takes place in the preparation of syrup of iodide of iron. Why should this syrup be exposed to the action of light?

8. Give the names and formulae of the different oxides of nitrogen. Which of these is "laughing gas?" Which takes an important part in the manufacture of H_2SO_4? Describe its action in this process.

9. What is an alkali? Give an example.

10. What is meant by each of the following symbols: Na, Ca, P, N, Hg, C, As, Sb, S, K?

Materia medica.

1. From what is lard obtained? How is it prepared? What processes are used for its purification? Describe its odor, taste, solubility, etc. Of what does it consist? What are its uses in medicine?

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2. What is the official title of cod-liver oil? How is it obtained? What are its constituents and medicinal properties?

3. What is meant by each of the following signs or abbreviations: Gm., c. c., O., Sig., ℥ss., Ft., coch., Oi., aq. bull., and gtt.?

4. What is Dover's powder? What are its medicinal uses and dose?

5. Give the names of five vegetable cathartics; of five diuretics. Give the dose of each one named.

6. Name five drugs used as emetics. Give the dose of each necessary to produce emesis.

7. Name the appropriate antidotes in poisoning by each of the following: opium, aconite, phosphorus, arsenic.

8. Name five alkaloids that are official, giving origin, uses, and dose of each.

9. Name five of the official preparations of bismuth and give the therapeutic uses and doses of each.

10. What is amyl nitrite? What are its general physical characteristics and in what conditions is it a valuable therapeutic agent?

Dispensing clerk examination.

Sec. 36. The position of dispensing clerk will be filled by certification from the pharmacist register of eligibles. The entrance salary ranges from $900 to $1,200 per annum, with quarters.

Assistant pharmacist examination.

Sec. 37. The time allowed for the examination is two days of five hours each. The usual entrance salary for this position is $300 to $360 per annum.

The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Third grade examination (see sec. 13)	25
2.	Pharmacy and Chemistry	30
3.	Materia Medica	20
4.	Experience and Training	25
	Total	100

The questions in Pharmacy, Chemistry, and Materia Medica will be simpler in character than those in the Pharmacist examination.

Ranger examination.

Sec. 38. The time allowed for this examination is five hours. The usual entrance salary is $300 per annum.

The following are the subjects and weights:

SUBJECTS.	WEIGHTS.
Spelling (second grade, see section 12)	10
Arithmetic	30
Letter writing (second grade, see section 12)	15
Penmanship	15
Copying from plain copy (second grade, see section 12)	10
Experience and Training	20
Total	100

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The examination in Arithmetic will include tests in the metric system of measurements and in computing the cubical contents of timber, round and square.

The position of Assistant Forester, at a salary of $600 per annum, may be filled by promotion from the position of ranger.

Examinations for the public printing service.

Sec. 39. Examinations for positions in the public printing service will consist in part of an educational test. Credit will also be given for experience and training. Each applicant will be required to complete and file with the Board form of application No. 35 on which the element of experience and training will be rated. This form should be carefully and fully filled out by all applicants. The pay for the different positions in this service will be from about $1 to about $5 per diem, varying according to the character of the work and the skill and capacity of the workman.

Compositor examination.

Sec. 40. The time allowed for this examination is seven hours. The same examination will be given for both the book and newspaper branch and the job-printing branch of this grade, with the exception that applicants for the job-printing branch will be examined on the subject, "arrangement of work for job-printing," and in determining the marks for this subject, if the mark on the subject of "arrangement of work for job-printing," added to the mark on the subject "rough draft" and the sum divided by 2, is greater than the mark on "rough draft" alone, the average mark will be the credit given; otherwise the mark on the subject "rough draft" alone will be the credit to be given, but the exercises in the arrangement of work for job-printers will accompany the examination papers as an exhibit to show the applicant's proficiency in that subject.

The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling (first grade, see sec. 11)	5
2.	Arithmetic (second grade, see sec. 12)	5
3.	Letter writing (second grade, see sec. 12)	5
4.	Penmanship	5
5.	Copying from plain copy (second grade, see sec. 12)	5
6.	Abbreviations	5
7.	Correcting proof	15
8.	Tabulating	10
9.	Copying from rough draft (first grade, see sec. 12) Practical questions in job-printing (optional for job-printers only)	20
10.	Experience and training (rated on form No. 35)	25
	Total	100

The following questions and tests indicate the general character of the sixth, seventh, eighth, and ninth subjects:

Abbreviations.

(a) Write in full the word or words represented by the following signs and abbreviations: Ala.; cwt.; bro.; hhd., nme.; pp.; rt. hon.; viz.; ry.; maj.

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(b) Write the proper abbreviation or sign for each of the following: January; colonel; balance; agent; railway; longitude; debtor; document; cavalry; article.

Correcting proof.

For this exercise the competitor is given a photolithographic sheet of proof on which corrections have been noted by the proofreader, and he is required to explain in writing the corrections indicated by the proofreader on the printed proof sheet. The exercise is designed chiefly to test the competitor's ability to follow the instructions of the proofreader and to interpret his marks. The corrections to be made are indicated in the same manner as in ordinary proof in a printing office. For convenience each word or group of words to be corrected is numbered on the sheet, and the competitor, in making the correction, writes the number of the word to be corrected, stating opposite it what correction is required—that is, what letter or letters are to be inserted, omitted, etc., or what other changes are indicated by the marks of the proofreader.

Tabulating.

Arrange and copy the matter in the paragraph below in a 5-column table, with appropriate general head and box heads. The table should be 30 ems nonpareil wide, the rules 4 to nonpareil, with en periods and commas. Each figure column to bear off from the rules an en quad on the right and an em on the left. Give the cast of each column in the table. [In marking this exercise form and cast will be weighted equally.]

Below is given the population of certain States of the United States, as shown by the census reports of 1860, 1870, 1880 and 1890: The population of Alabama was 964,201 in 1860, 996,992 in 1870, 1,262,595 in 1880, and 1,513,017 in 1890; the population of Arkansas for the same four years, respectively, was 435,450, 484,471, 802,525, 1,128,179; California, 379,994, 560,247, 864,694, 1,208,130; Colorado, 34,277, 39,864, 194,327, 419,198; Connecticut, 460,147, 537,454, 622,700, 746,258; Delaware, 112,216, 125,015, 146,608, 168,493.

Arrangement of title-page—for job printers only.

To the competitor.—Copy on the lines at the top of the accompanying sheet the paragraph below, properly capitalizing and punctuating it for a title-page. The size of the *paper* upon which the title-page is to be printed is 5 inches wide and 7½ inches long. Rule off a space the exact size of the paper, as indicated above. Then mark off the matter into lines, indicating the word or words to go in each by drawing a perpendicular line between the words, thus |, and instead of giving *size* and *style* of type to be used, draw a box, thus [ ], indicating *size* of type and *length* of line by *width* and *length* of box. Place in each box in figures the *numbers* of the words to be inserted therein, but do not write the words themselves. No transposition of the matter will be allowed. See illustration below.

Exercise.

united states civil service commission. rules for marking examination papers together with notes on the rules and regulations for the central board of examiners. approved by the commission october 17 1895 washington government printing office 1895

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(This illustration is to act as a guide for competitors in carrying out above instructions.)

1 2 3 4 5 6 7 8 9 10 11
the vision or hell purgatory and paradise of dante alighieri translated
12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27
by the rev h f cary a m new york thomas y crowell and co 1897

1 | 2 | 3 | 4 5 6 7 | 8 | 9 10 |
The | Vision; | or | Hell, Purgatory, and Paradise, | of | Dante Alighieri. |
11 12 | 13 14 15 16 17 18 19 | 20 21 | 22 23 24 |
Translated by | the Rev. H. F. Cary, A. M. | New York: | Thomas Y. Crowell
25 26 | 27
& Co. | 1897.

Junior compositor examination.

Sec. 41. The time allowed for this examination is six hours. The subjects and weights are the same as those for the Compositor examination, but it is less rigid in character. The first five subjects are third grade, except spelling which is second grade. The questions composing the sixth, seventh, and eighth subjects are somewhat simpler than those of the corresponding subjects of the Compositor examination.

Electrotype-finisher examination.

Sec. 42. The time allowed for this examination is five hours. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS
1.	Spelling (third grade, see sec. 13)	10
2.	Arithmetic (third grade, see sec. 13)	10
3.	Letter writing (third grade, see sec. 13)	10
4.	Penmanship	10
5.	Copying from plain copy (third grade, see sec. 13)	10
6.	Correcting proof (compositor examination)	25
7.	Experience and training (rated on form No. 35)	25
	Total	100

Bookbinder, electrotype-molder, press-feeder, pressman, stereotyper, and photo-engraver examination.

Sec. 43. The time allowed for this examination is four hours. The following are the subjects and weights:

	SUBJECTS.	WEIGHTS.
1.	Spelling (third grade, see sec. 13)	15
2.	Arithmetic (third grade, see sec. 13)	15
3.	Letter writing (third grade, see sec. 13)	15
4.	Penmanship	15
5.	Copying from plain copy (third grade, see sec. 13)	15
6.	Experience and training (rated on form No. 35)	25
	Total	100

Helper examination.

Sec. 44. Helpers in the Bureau of Public Printing may be appointed from the third grade register.

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Proofreader.

Sec. 45. The position of proofreader in the Bureau of Public Printing will be filled by the promotion of compositors.

Custom house examinations.

Sec. 46-47. Appointments to the customs service shall be made from the first, second, or third grade register according to the character of the position to be filled. Entrance to the service is through the lowest class of each grade. Vacancies, except in the lowest class of any grade, will be filled by promotion, transfer, or reinstatement, unless, in the discretion of the Board, the needs of the service require such vacancies to be filled by open competitive examination. Examiners are appointed from the first grade register at $1,000; inspectors from the second grade at $900; and guards from the third grade at $240 per annum.

Police examinations.

Sec. 48. The examination for first class patrolman will be given in the English language only in accordance with the provisions of Section 9 of Act No. 286. The entrance salary will be $900 per annum. The examination for third class patrolman will be given in the Spanish language only in accordance with the provisions of section 9 of Act No. 286. The entrance salary will be $240 per annum.

Application, Form No. 2. All competitors must be physically sound. In physique, all English-speaking competitors must be at least 5 feet 10 inches in height and 150 pounds in weight and well proportioned; all Spanish-speaking competitors must be at least 5 feet 5 inches in height and 130 pounds in weight and well proportioned. Physical examination will be made by the Board's medical examiners without expense to applicants. Certificates from other physicians will not be accepted.

Sec. 49. EXAMINATION FOR FIRST CLASS PATROLMAN.

	SUBJECTS	WEIGHTS.
1.	Third grade examination (see section 13)	40
2.	Physical condition	35
3.	Experience and training	25
	Total	100

In the third subject applicants will be given credit for experience and training in the United States military or naval service.

Sec. 50. EXAMINATION FOR THIRD CLASS PATROLMAN

	SUBJECTS	WEIGHTS.
1.	Educational test	50
2.	Physical condition	50
	Total	100

A simple educational test, similar in character to the third grade examination (see section 13) will be given applicants for this position.

Sec. 51. HIGHER GRADE POSITIONS FILLED BY PROMOTION.

Original appointments in the uniformed police force shall be made as first and third class patrolmen. Vacancies occurring in the higher positions in this force shall be filled by promotion from the lower grades, in accordance with the provisions of Rule IX of the Civil Service Rules and with section 9 of Act No. 286.

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Examination for guards at prisons and penitentiaries.

Sec. 52. There are two classes of guards; in one class a knowledge of the English language is required, and in the other class a knowledge of the English language is not a prerequisite. The salary of the first class is $900 per annum with quarters and the salary of the other class is $240 per annum. Application, Form No. 2. Guards of the first class will be subject to the same requirements as police patrolmen of the first class. Guards of the other class will be subjected to the same requirements as police patrolmen of the third class. Provided, that English-speaking competitors must be at least five feet six inches in height and 130 pounds in weight, and Spanish-speaking competitors must be at least 5 feet 4 inches in height and 125 pounds in weight. Vacancies occurring in the higher grades will be filled by promotion from the lower grades in accordance with the provisions of Rule IX of the Civil Service Rules.

Examinations for firemen under fire department.

Sec. 53. Examinations for firemen will be given in the English and the Spanish languages. The examination for drivers will be given in the English language only and appointments will probably be made at a salary of $900 per annum, with quarters. The examination for truckmen and pipemen will be given in the Spanish language only and appointments will probably be made at a salary of $240 per annum, with quarters. Examination for original appointment to the position of stoker will be given in the Spanish language only and will consist of the same subjects and weights as that for the position of driver. The salary for stoker will be greater than that for the positions of pipemen and truckmen. The higher grade positions of firemen will be filled by promotion from the lower grades in accordance with the provisions of Rule IX of the Civil Service Rules.

Application, Form No. 35. All English-speaking competitors must be physically sound and in physique at least 5 feet 6 inches in height and 130 pounds in weight and well proportioned. All Spanish-speaking competitors must be physically sound and in physique at least 5 feet 4 inches in height and 125 pounds in weight and well proportioned. Physical examination will be made by the Board's medical examiners without expense to applicants. Certificates from other physicians will not be accepted.

Sec. 54. EXAMINATION FOR DRIVERS.

	SUBJECTS.	WEIGHTS.
1.	Third grade examination (see section 13)	25
2.	Practical questions	20
3.	Physical condition	35
4.	Experience and training	20
	Total	100

Sec. 55. EXAMINATION FOR TRUCKMEN AND PIPEMEN.

	SUBJECTS.	WEIGHTS.
1	Educational test (similar to third grade examination, see section 13)	50
2.	Physical condition	50
	Total	100

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The Provincial service.

Sec. 56. The provincial government act and its amendments provide that after the first day of March, 1902, all officers and employees in the provincial governments, except provincial governors and provincial fiscals, shall be selected in accordance with the provisions of the Civil Service Act. Accordingly, after said date all vacancies occurring in the provincial service will be filled as a result of examination and certification by this Board. Appointments to the position of treasurer if not filled by promotion will probably be made as a result of the Department Assistant examination with the optional subjects of finance and bookkeeping; while appointments to the position of supervisor will probably be made as a result of the Department Assistant examination with the optional subject of civil engineering. Supervisors of provinces must be well-qualified civil engineers. The Provincial Secretary must be able to speak and write the Spanish language, and after Jan. 1, 1906, the English language also.

The Provincial Board may, by resolution, approved by the Insular Treasurer, authorize the Provincial officers to appoint such deputies, assistants, clerks, and other employees as the public interests require. However, all appointments shall, after March 1, 1902, be made subject to the provisions of the Civil Service Act, and thenceforth vacancies in all subordinate positions in the service will be filled by original appointment as a result of examinations if not filled by promotion from lower grades.

Under the provisions of section 8 of the Civil Service Act the members of each provincial board are designated by the Philippine Civil Service Board to serve as members of an examining committee, and the Treasurer of each province is designated as the chairman of the committee, with whom all correspondence is conducted. Examinations will be announced and held from time to time throughout the Archipelago, except in the following provinces, viz: Cavite, Laguna, Rizal, Bulacan, Pampanga and Bataan. Applicants residing in the provinces named will be examined in Manila.

Applicants for examination should apply by letter or in person to the Provincial Treasurer of the province in which they reside for a copy of the Manual of Information and a blank form of application. The blank form must be completed by each applicant and forwarded as soon as possible to the Provincial Treasurer from whom received, who will notify him when to appear for examination. However, persons living in the provinces named above should address the Civil Service Board direct for an application blank and Manual of Information and should forward the application blank to the Civil Service Board, Manila, when completed. The names of those who pass the examinations will be entered upon a list of eligibles for the province in which they reside, and appointments to the provincial service will be limited, wherever possible, to residents of provinces in which the vacancy occurs.

In view of the fact that the salaries for the different positions in the service vary in the different provinces, the Board is unable to state the probable salary at which appointments will be made.

Sec. 57. All positions to which no reference is made in the Manual concerning the character of the examination required to fill vacancies there-

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in, if not filled by promotion, reinstatement, or transfer, will be filled either by selections from appropriate registers of the Board or as a result of special examinations. In the event that such examinations are held they will be duly announced in the public press and on the bulletin boards in the lobby of the Post Office and in the lobby of the Casa de Intendencia and in provincial buildings.

Method of rating examination papers.

Sec. 58. The following method is observed in rating examination papers by the Board:

After an examination is held the papers are arranged by sheets or subjects. When they are ready to be rated they are distributed by sheets to the examiners, Examiner A being given all of sheets 1, Examiner B all of sheets 2, Examiner C all of sheets 3, and so on. After the papers are rated in the first instance they are redistributed, and the first rating is reviewed by other examiners. When all of the papers of an examination have been rated and reviewed, those of each competitor are then for the first time assembled or brought together, his general average is ascertained, his declaration envelope is opened, and the declaration sheet to which he has signed his name is attached to his examination papers. *The identity of the competitor, therefore, is not disclosed until his papers have been rated and reviewed and his general average determined.* As the charges for specific errors are fixed by the rules for rating, and as each subject is rated by one examiner and reviewed by another, it will be seen that absolute impartiality, accuracy, and uniformity are secured in the work.

Appeals from the ratings are sometimes made by competitors, but the prospect of securing a higher average by such action is very remote. Errors on the part of examiners in making charges are seldom found, as the work of each examiner is verified and checked in every particular by another.

The papers of all the competitors in an examination must be rated at the same time, and no competitor's papers will be made special or be rated in advance of others.

Regulations for rating examination papers.

Sec. 59. As soon as practicable after an examination the papers of the competitors shall be rated and the average per cent of each ascertained.

All examination papers shall be rated under the following regulations:

Rate every correct answer 100
Rate every faulty answer according to its value on a scale of 100, as herein specifically directed, and deduct from 100 the sum of the charges for errors against each answer .....

} The difference between the sum of the charges for errors against each answer and 100 will be the rating for the answer.

Spelling.	From 100 deduct.
1. For each error in spelling when the exercise consists of 20 words.	5
2. For each error in capitalization	1
3. For each failure to use the hyphen when required in a compound word	2
4. For each wrong use of the hyphen	2
5. For dividing a word, properly written solid, into two or more parts, each part being a distinct word, or for writing a simple word as a compound word	2

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Writing from plain copy.	From 100 deduct.
1. For each errror in orthography	5
2. For each word or figure omitted, repeated, or improperly inserted: *Provided*, That a deduction of 10 shall be made for two or more consecutive words, if the words do not constitute more than one printed line of the copy; that a deduction of 15 shall be made for more than one line, but not to exceed one and one-half printed lines; that a deduction of 20 shall be made for two printed lines or more than one and one-half lines; and that a proportionate deduction shall be made for a greater number of printed lines: *Provided further*, That if the copying exercise shall consist of less than 5 printed lines the charge for the omission of one or more printed lines shall be double	5
3. For each word inserted or added	5
4. For each word or figure substituted	5
5. For each transposition	5
6. For each abbreviation not in the copy	5
7. For each failure to capitalize according to copy	5
8. For each failure to punctuate according to copy	5
9. For each failure to paragraph according to copy	5
10. For irregularity in left-hand margin	5
11. For misdivision of a word at the end of a line	1
12. For each omission or improper use of the hyphen in dividing a word at the end of a line	1
13. For failure to indent as in copy (only one charge to be made in the exercise)	5
14. For each variation from the printed copy in the use of parentheses, brackets, or the hyphen	5
15. For each word altered, interlined, or cancelled, for each blot, and for each minor erasure, if not neat: *Provided*, That not more than 5 shall be charged for one interlineation or cancellation or for blots	1
16. For failure to indicate, or for improperly indicating, italics, small caps, etc.	5
17. For using stenographic period (thus, x), only one charge to be made in the exercise	5
18. For signing name	5
19. For misplacement, want of neatness, etc.	3 to 5

Copying from rough draft.

1. For each error in orthography, *Provided*, That no charge shall be made for the repeated misspelling of the same word or stem in the same manner	3
2. For each error in syntax, *Provided*, That no additional charge shall be made for changes necessarily resulting from a given method of correction or attempted correction	3
3. For each change in tense, number, etc., which does not result in an error of syntax or essential change in the meaning	1
4. For each word omitted, inserted, or substituted involving a test or essential change of meaning (not more than 10 to be charg-	

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		FROM 100 DEDUCT.
	ed for the first ten words of each omission, and one for each word thereafter, and not more than 10 for the omission of each indicated insertion)	3
5.	For each word omitted, inserted, or substituted involving no test or essential change of meaning, and for each word repeated	1
6.	For each error in capitalization, punctuation, indentation, paragraphing, or in the division of words	1
7.	For each error in transposition of inclosures	5
8.	For each error in transposition of words or groups of words, *Provided*, That for a transposition of two words which improves the sentence and involves no test no charge shall be made	3
9.	For each abbreviation	1 to 2
10.	For each failure to use hyphen when required, or for each wrong use of the hyphen	1
11.	For irregularity in left-hand margin	1 to 3
12.	For each word interlined or cancelled (charge not to exceed 5 for any one interlineation or cancellation), for each blot, and each alteration if not neat	5
13.	For stenographic periods (as x), only one charge to be made	1
14.	For signing name	5

Penmanship.

Rate penmanship according to its value on a scale of 100.

In determining the rating for penmanship, legibility, rapidity, neatness, and general appearance, as well as correctness and uniformity in the formation of words, letters, and punctuation marks, will be considered, and it shall be proper for the examiners to be guided in a general way by the following scheme: Superlative, 95 to 100; very superior, 90 to 95; excellent, 85 to 90; very good, 80 to 85; good, 75 to 80; fairly good, 70 to 75; fair or ordinary, 65 to 70; poor, 50 to 65; very poor, 25 to 50; practically worthless, 0 to 25.

Letter writing.

In rating the letter, its errors in form and address, in spelling, capitalization, punctuation, syntax and style, and its adherence to and treatment of the subject given will be considered and its value in the judgment of the examiners rated on a scale of 100.

In determining the rating for letter writing it shall be proper for the examiners to be guided in a general way by the following scheme: Superlative, 95 to 100; very superior, 90 to 95; excellent, 85 to 90; very good, 80 to 85; good, 75 to 80; fairly good, 70 to 75; fair or ordinary, 65 to 70; poor, 50 to 65; very poor, 25 to 50, practically worthless, 0 to 25.

Arithmetic.

		FROM 100 DEDUCT.
1.	For wrong process, producing incorrect result in problems involving but one step or operation	100
2.	For the first wrong process in problems involving more than one step or operation, from 100 deduct 25 to 75, according to gravity of error; for each subsequent wrong process, according to gravity of error	10 to 75

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		From 100 deduct.
3.	For error of one or more places in pointing off decimals	25
4.	For each evasion of a decimal or common fraction test in copying from printed question or from work	25
5.	For each error in computation: *Provided*, That in solutions where the possible maximum number of chargeable errors in computation is less than 10 a proportionate charge shall be made for each error	10
6.	For error in copying figures from printed question or from work, wrong result being obtained	10
7.	For error in copying figures from printed question or from work, right result being obtained	5
8.	For indicating wrong process, but performing correct process	5
9.	For incorrect or inconsistent punctuation	5 to 10
10.	For each improper use of the symbol or designation °/₀ or ᶜ/ in connection with a decimal expression	5 to 10
11.	For each improper or incorrect designation of a partial or final result	5
12.	For failure to indicate the answer in problems by the letters "Ans.," or otherwise, when the answer is obscured by improper arrangement	5
13.	For each failure to use the sign $ or £, or any other monetary or commercial sign or any sign by which the relations of quantities are expressed, when the use of such is required in the statement or solution of the problem	5
14.	For errors in denominate numbers in quantity of one denomination contained in a unit of a higher denomination, or for failure to express the answer in the several denominations, beginning with the highest, according to the gravity of the error	10 to 25
15.	For fractions in answer not reduced to lowest terms	5 to 10
16.	For an approximate result not sufficiently exact, or not followed by the proper plus sign or minus sign	5 to 10
17.	If, when work or operation in full is required, the correct answer is given, but no work is shown, according to quantity of work required in solution	25 to 75
18.	If, when work or operation in full is required, more than the mere answer is given, and the process is neither clearly indicated nor written in full, according to gravity of error	5 to 35
19.	For use of superfluous ciphers	5
20.	For superfluous or irrelevant work not cancelled	10
21.	For giving proof instead of solution, according to gravity of error	10 to 75
22.	For complex statement, process, or method, right result being produced	10

Geography.

In rating this subject each answer shall be rated in the judgment of the examiners, according to its value on a scale of 100.

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When the question requires in the answer a specified number of States, countries, persons, places, locations, or things, the quotient arising from the division of 100 by the number of States, countries, etc., required shall be the credit to be given for each State, country, etc., correctly named. If a greater number is given in the answer than is required, the additional number of States, countries, etc., shall be added to the number required by the question and the quotient arising from the division of 100 by the number thus obtained shall be the credit to be given for each State, country, etc., correctly named

Stenography examination.

The practical part of this examination consists of two exercises in dictation to be written by the competitor in stenographic characters, which he must then transcribe. One of the exercises is a selection from a speech and the other is a letter, each containing 260 words. The transcript will be compared with the printed text from which the dictation was given, and charges will be made for errors under the following regulations:

		FROM 100 DEDUCT.
1.	For each word omitted, added, or substituted	3
2.	For each word misspelled	3
3.	For the use of the plural instead of the singular, or the singular instead of the plural, when the grammatical correctness is not affected, 1 to 2; when the grammatical correctness is affected	3
4.	For each gross error in capitalization or punctuation	1
5.	For each transposition	2
6.	For each error in division of words	1
7.	For each word repeated	1
8.	For each failure to use hyphen when required	1
9,	For each abbreviation	1
10.	For failure to transcribe a line or a portion of a line of the stenographic notes, according to the number of words	6 to 40
11.	For interlineations, erasures and lack of neatness	1 to 5

Charges for errors in numerals will be determined by the number of words required to write the numerals.

When the rating for accuracy is only 10 no credit will be given for speed.

An important element in this examination is speed in writing the stenographic notes, which will be rated upon the following scale: 70 per cent when the dictation is at the rate of 80 words per minute, 80 per cent for 100 words, 90 per cent for 120 words, and 100 per cent for 140 or more words per minute. (See Sec. 16.)

Technical subjects of typewriting examination.

Speed and accuracy will be considered in rating all the technical subjects of this examination, each being rated on a scale of 100. In determining the average on each subject, speed will be given a weight of two and accuracy a weight of three.

When the accuracy rating in an exercise is less than ten per cent no credit will be given for speed.

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I. TABULATING EXERCISE.

The tabulating exercise will be rated under the following regulations:

		From 100 deduct.
1.	For omitting the general heading	10
2.	For improper general heading	5 to 10
3.	For each column heading omitted (total charges not to exceed 10)	5
4.	For each inaccuracy in column headings (total charges not to exceed 10)	1 to 3
5.	For irregular margin to columns	3 to 10
6.	For each column omitted or substituted	25
7.	For each additional column inserted	10
8.	For each abbreviation contrary to instructions (total charges not to exceed 35)	5
9.	For each unnecessary run-over to following line	5
10.	For each word or item omitted, added, or changed (for the omission of a whole line, 10), and for each transposition of items	5
11.	For each error in the name of an individual, State, or place, and for each error in other entries (only one charge to be made for the full name of an individual or for a single column entry or for the repeated misspelling of the same word)	5
12.	For each error in spelling in headings, and for other minor errors not specified	2 to 5
13.	For want of neatness by reason of blots, erasures, etc.	5 to 15
14.	For each comma used in place of a decimal point, or vice versa (total charge not to exceed 10)	2
15.	For each error in punctuation (total charges not to exceed 5)	1
16.	For omission of punctuation, thus evading test in spacing	5 to 20
17.	For omission of $ or other signs required by copy	10
18.	For improper repetition of $ or other signs required by copy	5
19.	For each error not specified above	5 to 10
20.	For drawing lines, with hyphen, period, or other character, between lines in table	10
21.	For preliminary test on machine	5 to 15

Time consumed will be rated according to the following scale: If the competitor consumes only twenty minutes in tabulating, he will be credited with 100. When the time consumed is more than twenty minutes and not more than thirty minutes one half of 1 will be deducted from 100 for every minute consumed more than twenty minutes. When the time consumed is more than thirty minutes, 1 will be deducted from 95 for every minute consumed more than thirty minutes.

2. TRANSCRIBING ROUGH DRAFT.

For rating accuracy, see general regulations for rating rough draft.

Time consumed will be rated according to the following scale: If the competitor consumes only ten minutes in transcribing the rough draft he will be credited with 100. When the time consumed is more than ten minutes and not more than twenty-five minutes, 2 will be deducted from 100 for every minute consumed more than ten minutes. When the time consumed is more than twenty-five minutes, 3 will be deducted from 70 for every minute consumed more than twenty-five minutes.

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3. COPYING AND SPACING.

In the copying and spacing exercise particular consideration will be given to the POSITION OF THE LINES AND THE SPACING BETWEEN LINES, the competitor being required to make as nearly as possible a *facsimile* of the copy.

The copying and spacing exercise will be rated under the following regulations:

		FROM 100 DEDUCT.
1.	For each original error in spacing, according to gravity	5 to 15
2.	For each minor error in spacing between words and in commencing lines	2 to 3
3.	For lack of neatness	5 to 10
4.	For each line omitted	10
5.	For each error in orthography	5
6.	For each word or figure omitted, inserted, added, or substituted	5
7.	For each transposition	5
8.	For each failure to punctuate according to copy	5
9.	For each failure to paragraph according to copy	5
10.	For omission of hyphen in dividing a word at the end of a line	3
11.	For each variation from the printed copy not covered by the above regulations	3 to 5
12.	For preliminary tests on machine	5 to 15

Time consumed will be rated under the regulation for rating the tabulating exercise.

4. DICTATION EXERCISE.

The dictation exercise will be rated under the following regulations:

		FROM 100 DEDUCT.
1.	For each error in orthography	3
2.	For each word omitted, added, or substituted	3
3.	For the plural number instead of the singular, or the singular instead of the plural, when the grammatical correctness is not affected	1 to 2
4.	For each gross error in punctuation	1
5.	For each transposition	2
6.	For each abbreviation	2
7.	For each error in capitalization	2
8.	For each failure to use the hyphen when required	1
9.	For each wrong use of the hyphen	1
10.	For each error in division of words	1
11.	For each irregularity in left-hand margin	3 to 5
12.	For want of neatness	5 to 20
13.	For each correction in letters, words, figures, or punctuation, with pen and ink, or pencil	1 to 2
14.	For each error in paragraphing	3
15.	For each failure to space between words	2
16.	For striking one letter over another	1
17.	For each word repeated	2
18.	For each error in spacing between lines (total charges not to exceed 10)	3

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Time consumed will be rated according to the following scale: For a speed of 65 words per minute a credit of 100 will be given, and for every word in speed less than 65 per minute 1 will be deducted from 100 down to and including 45 words per minute. For a speed of 45 words per minute a credit of 80 will be given, and for every word in speed less than 45, down to and including 35, a deduction of 1½ from 80 will be made. For a speed of 35 words per minute a credit of 65 will be given, and for every word in speed less than 35 a deduction of 2 from 65 will be made.

Translator examination.

		FROM 100 DEDUCT.
1.	For each word necessary to complete the meaning which has been ignored or omitted	1 to 3
2.	For each word substituted or inserted unnecessarily	1 to 3
3.	For each word inexactly translated	1 to 2
4.	For each word incorrectly translated	2 to 3
5.	For each grammatical error	2 to 5
6.	For each error in orthography, omission or incorrect use of accents	1
7.	For each free translation of a phrase, clause, or sentence which may be correctly rendered by literal translation, provided the exact meaning is conveyed by the translation given (see note 2)	1 to 3
8.	For each phrase, clause, or short sentence, not exceeding ten words, omitted or incorrectly translated (see note 1)	3 to 10

Notes on regulations for rating translator examination papers.

1. When a phrase, clause, or sentence consisting of more than 10 words has been omitted or incorrectly translated, a charge, proportional to the length of the exercise and the character of the phrase, clause, or sentence in question, shall be made. (Regulation 8.)

2. Closeness of translation is required and preferred provided that it does no violence to correct idiom. Deviations from literal translation which the idiom of a language necessitates must be given full credit. (Regulation 7.)

3. Clear, correct, and at the same time idiomatic, translations are preferred, and the examiner may, after he has marked an exercise under regulations Nos. 1 to 8, charge or credit the exercise with a mark not to exceed 10.

4. To facilitate the rating of "low-grade" papers, the examiner may divide each exercise into sections, weight each section on the basis of 100 for the whole exercise, rate, according to his judgment, each section with an aggregate deduction rate, and the sum of these ratings deducted from 100 shall determine the value of the exercise.

5. In applying regulations Nos. 1 to 8, the kind of examination, length of exercise, and importance attached to linguistic knowledge should determine the magnitude of the charges to be made.

Interpreter examination papers.

When tests in translating are included in this examination they will be rated under the regulations for rating the translator papers. The oral tests in interpreting will be rated according to the correctness of the interpretations.

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Post office service examination.

THE READING OF ADDRESSES.

Two ratings are given for this subject, one for accuracy, the other for speed. The sum of the rating for accuracy and speed, divided by 2, gives the average for the subject.

A charge of 2 will be made for each error, not exceeding two errors for each card, on the cards which are read within the five minutes allowed for this exercise, and a charge of 4 will be made for each address not read within the five minutes (if there be any such). Subtract the sum of these errors thus found from 100 and the result will be the rating for accuracy.

To ascertain the rating on speed the following table should be used. The first column indicates the number of minutes and seconds consumed in reading the addresses and the second column the rating for speed.

TIME CONSUMED.		SPEED RATE.	TIME CONSUMED.		SPEED RATE.	TIME CONSUMED.		SPEED RATE.	TIME CONSUMED.		SPEED RATE.
MINS.	SEC.	PER CT.	MINS.	SEC.	PER CT.	MINS.	SEC.	PER CT.	MINS.	SEC.	PER CT.
1	30	100	2	35	89	3	30	78	4	25	67
1	40	99	2	40	88	3	35	77	4	30	66
1	50	98	2	45	87	3	40	76	4	35	65
1	55	97	2	50	86	3	45	75	4	40	64
2	0	96	2	55	85	3	50	74	4	45	63
2	5	95	3	0	84	3	55	73	4	50	62
2	10	94	3	5	83	4	0	72	4	55	61
2	15	93	3	10	82	4	5	71	5	0	60
2	20	92	3	15	81	4	10	70			
2	25	91	3	20	80	4	15	69			
2	30	90	3	25	79	4	20	68			

The above table shows the rating for minutes and fractions of minutes when the competitor reads all the addresses in five minutes or less. If all the addresses are not read within five minutes, the ratings will be as follows for the number of cards read:

CARDS READ.	SPEED RATE.	CARDS READ.	SPEED RATE.	CARDS READ.	SPEED RATE.	CARDS READ.	SPEED RATE.
	PER CT.		PER CT.		PER CT.		PER CT.
24	58	18	43	12	29	6	14
23	55	17	41	11	26	5	12
22	53	16	38	10	24	4	10
21	50	15	36	9	22	3	7
20	48	14	34	8	19	2	5
19	46	13	31	7	17	1	2

If a competitor is allowed to consume more than five minutes in the reading of the cards, the number of cards considered as read within the prescribed limit will be such proportion of the cards actually read as five minutes are to the total number of minutes consumed, and the cards in excess of such number will be treated as if not read.

Special examinations.

When regulations for rating special or technical parts of any examination have not been prescribed the examiners will exercise their own judgment in

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determining the value of the answers; but, as far as practicable, the papers of special or technical examinations must be rated under such of the foregoing regulations as are applicable.

Notice of standing to competitors.

Sec. 60. As soon as practicable after the examination papers have been rated a notice of standing will be sent to each person examined whether such person passes or fails to pass. Letters inquiring how soon the papers will be rated will only serve to delay the work.

If the papers of a competitor who passes an examination are not complete in every particular the name of such competitor will not be entered upon the eligible register nor notice of standing sent until the papers are completed.

In cases of alleged collusion, the names of the persons suspected will not be entered upon the eligible register, should they make an eligible average, nor will notice of standing be sent unless the charges of collusion are not sustained.

Competitors in examinations, after being notified of the result of their examinations, may review their papers in the office of the Board and have the markings explained to them if they so desire.

Change of post office address.

Sec. 61. Eligibles must keep the Board informed of any change of post-office address. A failure to do so will be treated as the fault of the eligible, and may result in losing an opportunity of appointment. Request to have the address changed should be made by letter, and such letter should relate only to the change in address.

When period of eligibility begins and ends.

Sec. 62. The period of eligibility on all registers for original appointment is one year from the date of entering a name on the register, which is done as soon as practicable after the papers have been rated. The date of entering a name on the register is usually but a few days subsequent to the date of the notice of eligibility. The period of eligibility may, however, be extended in the discretion of the Board for a further period of one year upon such conditions as the Board may prescribe. If a person whose name is upon any register shall be mustered into the military or naval service of the United States at a time when the United States may be engaged in war or in suppressing an insurrection, the period of eligibility of such person may, under such conditions as the Board may prescribe, be considered as suspended during the time that the eligible may be serving in the Army or Navy of the United States. The rules also provide that the period of eligibility of any person examined in the Philippine Islands may be revoked during the absence of such person from the Islands.

When re-examinations are allowed.

Sec. 63. A competitor who passes an examination will not be allowed a re-examination of the same kind for six months. A competitor who fails in an examination may not be allowed re-examination until the next regular examination. Competitors who claim that they were unable to do them-

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selves justice because of illness occurring before their examination must abide by the result of their examination. A special re-examination will be allowed only in cases where it is shown that competitors have suffered injustice through an act of the Board or one of its agents. A competitor re-examined within six months will not be required to file an application for such re-examination.

Methods of certification for appointment.

Sec. 64. Whenever a vacancy exists the head of a department or office makes requisition upon the Board for the certification of names to fill the vacancy, specifying the kind of position vacant, the necessary qualifications, the sex desired, and the salary. Upon receipt of such requisition the Board takes from the proper register of eligibles the names of the three persons, or a less number if there are not so many as three on the register, standing highest of the sex and qualifications called for, and certifies them to the head of the department or office, who is required to select one of the names certified to fill the vacancy. He may select any one of the names. The remaining names are returned to the Board to await further certification, if in order, on the occurrence of another vacancy. The time of examination is not considered in making a certification, as the highest in grade on the register must be certified first although they may not have been the first examined. No eligible can be certified for appointment more than three times to the same department or office, but may, if in order of certification, be certified three times to each department or office during the period of eligibility. Efforts to hasten certification or to secure certification out of the order required by the Civil Service Act and rules cannot possibly be of any avail. The Board has no power whatever to certify a name out of its order or to withhold a name from certification when in order. An eligible who declines an appointment tendered him will not again be certified unless he shall request in writing within thirty days the benefit of the remaining certifications which the rules allow, stating his reasons, which must be satisfactory to the Board, for declining the appointment. An eligible who declines an appointment twice, even though he should give satisfactory reasons in each case, will not again be certified from the same examination. Upon appointment from any register the name of an eligible will be removed from all registers of a lower grade on which it may appear unless he requests otherwise in writing.

Prospect of appointment.

Sec. 65. As the Board has no means of ascertaining in advance when vacancies may occur in the service it cannot furnish any information as to when the names of eligibles may be reached for certification or as to the prospects of appointment. The conditions of appointment in the various branches of the service are such that nothing can help and nothing can hinder the certification of a name in the order of its standing on a register. As the highest possible rating in an examination is 100 and the lowest that makes one eligible to appointment is 70, it will be seen that the nearer the rating is to 100 the more likely it is that the person may be reached for certification within the period of eligibility. The names of those who pass examinations are entered on the lists of eligibles in the order of their averages, and appointments are made from the head of the list, those passing highest being certified first. If

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the number of eligibles, therefore, is in excess of the needs of the service those who may successfully pass the examinations, but with low averages, will not be reached for certification and appointment. Under the Civil Service Act and rules the heads of departments and offices are the final judges of the qualifications of the persons certified for appointment and the Board cannot interfere with the proper exercise of their discretion in selecting from among those certified.

Appointment to the service is usually in the lower grades, the higher grades being generally filled by promotion. The prospects of promotion vary so much in the different departments and offices that no special information on this subject can be given.

The Civil Service Act requires that when the names of natives of the Islands and of honorably discharged soldiers, sailors and marines of the United States, are certified for appointment by the Board, the appointing officer must, when other qualifications are equal, prefer: first, natives of the Islands, and then, honorably discharged soldiers, sailors and marines. Neither of these classes, however, can be certified out of the order of their relative standing on the register, but when they are certified as a result of their relative standing the appointing officer must show preference in selection in the order mentioned, if other qualifications are equal.

It is probable that there will be little demand for Americans for clerical or other positions which natives of the Islands are competent to fill; in fact it will not be advisable for Americans to seek positions in the Philippine Civil Service unless they have professional, technical or scientific qualifications, or special clerical ability. The salaries for lower grade clerks and for messengers, watchmen, laborers, and other minor positions will not be sufficient to warrant Americans in coming to the Islands to seek such positions, and examinations to fill vacancies in them will not be held in the United States.

It is the intention of the Civil Service Act to establish in these Islands a permanent civil service so administered that a person who enters one of the lower grades may by loyal and efficient service secure promotion to the highest offices in the civil service. The Act expressly provides, that after the expiration of eighteen months from the date (Apr. 26, 1901) when the Board establishes its registers of eligibles, vacancies occurring in the offices enumerated in (amended) Sec. 20 of the Act shall be filled by the promotion without examination of persons in the service, and that after the expiration of twelve months from such date vacancies occurring in the offices enumerated in Sec. 21 of the Act shall be filled by competitive examination from among those in the service. It will be seen, therefore, that after Oct. 26, 1902, the higher offices in the service will be required to be filled by promotion.

The Board has no power of appointment or removal.

Sec. 66. The Civil Service Act and rules do not give the Board any power of appointment or removal, as this power rests in the heads of departments or offices, subject to the approval of the Civil Governor, under authority of the United States Philippine Commission. Upon requisition of the head of a department or office the Board will certify eligibles for appointment, from which certification the appointing officer makes his selection and appointment. The Civil Service Act requires that appointing officers, in making selections from certifications of eligibles by the Board, shall, when other qualifications are

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equal, select: first, natives of the Philippine Islands, whenever their names appear on certifications; and, second, honorably discharged soldiers, sailors and marines of the United States. When selection is made the duty of the Board ends. The Board, however, may investigate the illegality of an appointment or removal, under sections 9, 12 and 18 of the Civil Service Act.

Transfers to the Federal classified civil service.

Sec. 67. The Philippine Civil Service Act provides for transfers from the Federal classified civil service of the United States to the classified civil service of the Philippine Islands, but there is no authority permitting transfers from the Philippine civil service to the Federal civil service. It is believed, however, that after the work of organization is fully completed the interests of the Philippine civil service will be best subserved by permitting transfers to the United States service after a reasonable period of service rendered here.

Salary Classification.

Sec. 68. The officers and employees in the Philippine civil service, for the purpose of these rules, shall be arranged in the following classes, and, unless otherwise provided by law, it shall be understood that the minimum amount specified for each class indicates the annual salary of each employee in that class:

CLASS 1. All persons receiving an annual salary of $3,000 or more, or a compensation at the rate of $3,000 or more per annum.

CLASS 2. All persons receiving an annual salary of $2,750 or more, or a compensation at the rate of $2,750 or more, but less than $3,000 per annum.

CLASS 3. All persons receiving an annual salary of $2,500 or more, or a compensation at the rate of $2,500 or more, but less than $2,750 per annum.

CLASS 4. All persons receiving an annual salary of $2,250 or more, or a compensation at the rate of $2,250 or more, but less than $2,500 per annum.

CLASS 5. All persons receiving an annual salary of $2,000 or more, or a compensation at the rate of $2,000 or more, but less than $2,250 per annum.

CLASS 6. All persons receiving an annual salary of $1,800 or more, or a compensation at the rate of $1,800 or more, but less than $2,000 per annum.

CLASS 7. All persons receiving an annual salary of $1,600 or more, or a compensation at the rate of $1,600 or more, but less than $1,800 per annum.

CLASS 8. All persons receiving an annual salary of $1,400 or more, or a compensation at the rate of $1,400 or more, but less than $1,600 per annum.

CLASS 9. All persons receiving an annual salary of $1,200 or more, or a compensation at the rate of $1,200 or more, but less than $1,400 per annum.

CLASS 10. All persons receiving an annual salary of $1,000 or more, or a compensation at the rate of $1,000 or more, but less than $1,200 per annum.

CLASS A. All persons receiving an annual salary of $900 or more, or a compensation at the rate of $900 or more, but less than $1,000 per annum.

CLASS B. All persons receiving an annual salary of $840 or more, or a compensation at the rate of $840 or more, but less than $900 per annum.

CLASS C. All persons receiving an annual salary of $720 or more, or a compensation at the rate of $720 or more, but less than $840 per annum.

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CLASS D. All persons receiving an annual salary of $600 or more, or a compensation at the rate of $600 or more, but less than $720 per annum.

CLASS E. All persons receiving an annual salary of $540 or more, or a compensation at the rate of $540 or more, but less than $600 per annum.

CLASS F. All persons receiving an annual salary of $480 or more, or a compensation at the rate of $480 or more, but less than $540 per annum.

CLASS G. All persons receiving an annual salary of $420 or more, or a compensation at the rate of $420 or more, but less than $480 per annum.

CLASS H. All persons receiving an annual salary of $360 or more, or a compensation at the rate of $360 or more, but less than $420 per annum.

CLASS I. All persons receiving an annual salary of $300 or more, or a compensation at the rate of $300 or more, but less than $360 per annum.

CLASS J. All persons receiving an annual salary of $240 or more, or a compensation at the rate of $240 or more, but less than $300 per annum.

CLASS K. All persons receiving an annual salary of less than $240, or a compensation at the rate of less than $240 per annum.

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[ACT. No. 80.]

AN ACT REGULATING THE HOURS OF LABOR, LEAVES OF ABSENCE AND TRANSPORTATION OF APPOINTEES UNDER THE PHILIPPINE CIVIL SERVICE.

By authority of the President of the United States, be it enacted by the United States Philippine Commission, that:

Section 1. It shall be the duty of the heads of departments, bureaus or offices in the Philippine Civil Service to require of all employés, of whatever grade or class, not less than six hours of labor each day, not including time for lunch and exclusive of Sundays, and of Saturdays after the hours of 12:30 p. m., and of days declared public holidays by law or executive order, but the head of any department, bureau or office may, in the interest of the public service, extend the daily hours of labor herein specified for any or all of the employés in his office, and in case of such extension it shall be without additional compensation. The head of any department, bureau or office, the work of which is of such a nature as to require the constant presence of one or more employés, may detail the necessary number of employés, to perform labor on Sundays, Saturday afternoons, or public holidays, but shall exempt employés so detailed from labor on other days so that the total labor which is required of each employé so detailed during each quarter shall not be in excess of that required of other employés in such department, bureau or office not so detailed. In cases of special emergency, the head of any department, bureau or office may also detail the necessary number of employés to perform labor on Sundays, Saturday afternoons or public holidays under the restrictions above provided.

Amended Jan. 28, 1902.

Sec. 2. The head of any department or office may grant leave of absence with pay during a calendar year to each employé, exclusive of Sundays and days declared public holidays by law or executive order, in accordance with the following schedule: An employé receiving an annual salary of less than six hundred dollars shall be granted fifteen days leave; an employé receiving an annual salary of six hundred dollars or more, but less than one thousand dollars shall be granted twenty days leave; an employé receiving an annual salary of one thousand dollars or more, but less than eighteen hundred dollars shall be granted thirty days leave; an employé receiving an annual salary of eighteen hundred dollars or more shall be granted thirty-five days leave. If an employé elects in any one year to postpone any or all of the leave to which he is entitled under this section, such leave shall accumulate, and in case he is granted leave for the purpose of visiting the United States he shall be allowed, with half pay, in addition to his leave, the actual and necessary time occupied by him in going to and returning from San Francisco: provided, that such leave to visit the United States under these conditions shall not be granted to any employé more than once in three years, or to any employé who has not accumulated to

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his credit leave allowed for two full years. The provisions of this section shall be retroactive in effect so as to entitle employés of the civil service in the Philippine Islands, whether serving as such by regular appointment or by detail from the Army or Navy of the United States, previous to this act to any accumulated leave to which they would have been entitled had this act been in effect at the date of their employment or detail.

Sec. 3. In exceptional and meritorious cases where an employee is personally ill and also in cases where any member of the immediate family of an employé is afflicted with a contagious disease, making the presence of such employé in the department or office in which he is employed unsafe for the health of his fellow employés, the head of the department or office may, in his discretion, grant to such employé, in addition to the leave provided in section 2, a leave of absence not exceeding sixty days in any calendar year. Further leave, if granted, shall be without pay, but when leave with and without pay of the employé under this section aggregates more than six months he shall be immediately separated from the service.

Amended Jan. 28, 1902.

Sec. 4. The appointment of persons residing in the United States to the Philippine civil service shall be subject to the following conditions:

(1) A person residing in the United States who is appointed to the Philippine civil service shall pay his traveling expenses from the place of his residence in the United States to San Francisco, but his traveling expenses from San Francisco to Manila shall be borne by the Insular Government if he shall come by the steamer and route directed by the Chief Executive of the Islands. Provided that, at the expiration of six months of satisfactory service in the Philippines, his traveling expenses from the place of his residence in the United States to the point of embarkation for Manila, shall be refunded to him.

(2) He shall be allowed half salary from the date of embarkation at San Francisco and full salary from the date of his arrival in the Islands: provided, that he proceeds directly to the Islands, otherwise he shall be allowed half salary for such time only as is ordinarily required to perform the journey between such two points.

(3) A person who has been employed in the Philippine civil service for three years or more after the passage of the Civil Service Act shall, if he so requests, upon his retirement from the service, be furnished with transportation from Manila to San Francisco and shall be allowed half salary for thirty days in addition to full salary for the period to which he may be entitled as leave of absence under the provisions of this act.

Sec. 5. This act shall take effect on its passage.

Enacted, January 26, 1901.

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